

STREET USE (SPECIAL EVENT) PERMIT APPLICATION

Applicant

Lucas Molloy
Madison Festivals Inc
5976 Executive Dr Suite B
5976 Executive Dr Suite B
Madison, WI 53719
Email: Lucas@racedayeventsllc.Com
Phone: (207) 647-1220

Contact During Event

Lucas Molloy
Race Day Events
5976 Executive Dr Suite B
Madison, WI 53719
Email
Phone: (207) 647-1220

Event Information

Name of Event: Taste of Madison

Event Type: Multi-Day

Estimated Attendance: 25000
0

Is this a new event: No

Event Additional Information

Run/Walk: ☐

Music/Concert: ☒

Festival: ☒

Rally: ☐

Parade: ☐

Posting no parking signs or bagging meters? ☒

Other: ☐

If other, please describe:

Site Map

Each event application must include a detailed event site map with the following items a applicable:

- Accessible paths for wheelchairs as well as disabled parking spaces
- Dumpsters
- Emergency vehicle access lanes (minimum of 20')
- Event Perimeter
- Garbage and Recycling - cleanup and trash/recycling plans are required with the site map
- Portable toilets
- Signage
- Stages
- Temporary Structures
- Tents
- Vendors

A helpful online resource for route mapping is: [Map My Run](#)

I understand I must attach site map and route map with this application, if applicable: ☐

Location Information

Capitol Square: ☒

State Street Mall (700/900): ☐

30 on the Square: ☐

Other: ☐

Street Names and Block Numbers:

All surrounding 100 blocks: 200 blocks of Wisconsin Ave & MLK Jr. Blvd.

Event Dates

Setup Date	Setup Time	Event Start Date	Event Start Time	Event End Date	Event End Time	Cleanup Completed Date	Cleanup Completed Time	Rain Date
08/29/2019	8:00pm	08/31/2019	2:00pm	08/31/2019	8:30am	09/02/2019	2:00am	
08/29/2019	8:00pm	09/01/2019	11:00am	09/01/2019	7:00pm	09/02/2019	2:00am	

Temporary (Picnic/Beer) Licenses

Visit the [City of Madison City Clerk's Office](#) website under heading "Temporary Picnic/Beer License" to apply.

Will beer/wine be sold?(\$):

Yes

Will beer/wine be served (Free of charge)?:

No

I understand that a Certificate of Insurance with liquor liability, naming the City of Madison as additional insured, is required: *

☒

I understand I must apply for Temporary (Picnic/Beer) License to serve or sell beer/wine for this event:

☒

If the Temporary (Picnic/Beer) License is denied will the event occur?:

No

Street Use Event Vending License

If food will be sold please visit the [Public Health - Madison & Dane County](#) website.

I understand a Special Event License Application listing the vendors and their Sellers ID# is required:

☒

Will food and/or merchandise be sold?(\$):

Yes

Estimate number of vendors:

90

Public Amplification Permit

If public amplification is needed it must be kept to a reasonable level at all times and must end by 11 pm.

Will there be Public Amplification?(\$):

☐

Start Date	Start Time	End Date	End Time	Rain Date
08/31/2019	12:00pm	08/31/2019	8:30pm	
09/01/2019	9:00am	09/01/2019	7:00pm	

SAFETY AND SECURITY

- Complete the Emergency Action Plan (EAP) template below to provide information about the safety plan for your event.
- For large events, contact [Madison Fire](#) prior to submitting the street use permit application, so they can review and make recommendations for additional emergency plan requirements.
- At the review of the street use permit application, Police and Fire Department representatives may also require [Special Duty Police Officers](#) or Fire Inspector staffing at your event. If MPD designates an event as a District Event, the organizer must contact [Central District MPD](#), (608) 266-4482, regarding Madison Police requirements for the event.

Emergency Action Plan [PDF/ MS Word](#)

RUN/WALK EVENTS

For run/walk events, organizers are strongly encouraged to contact [Police](#), [Traffic Engineering](#) and [Madison Metro](#) prior to submitting an application so these agencies can review and make recommendations on the proposed route(s).

I understand that I must submit the Emergency Action Plan:

☒

Equipment Rental - Downtown events only.

Will you need equipment rental from the City of Madison?(\$):

Trash Barrels:

Recycling Barrels:

Dumpsters:

Electrical Adaptors:

Marketing

Conditional approval of the event is required before promoting, marketing or advertising the event.

Do you want this included in the Madison Parks calendar of events?:

Acknowledgement

If a street use permit is issued for the event, the Applicant agrees to comply with all permit conditions, and understands that failure to comply with any condition or any violation of law may result in the immediate cancellation of the event

Further, the Applicant is legally responsible and financially liable to the City of Madison for all city fees and costs associated with the overall organization, management, and implementation of the event and its related activities and maintains ultimate liability for payment of all fees and costs assessed by the City of Madison.

I have read the Acknowledgement: ☒

Indemnification

THE APPLICANT FOR A STREET USE PERMIT SHALL AGREE TO INDEMNIFY, DEFEND, AND HOLD THE CITY AND ITS EMPLOYEES AND AGENTS HARMLESS AGAINST ALL CLAIMS, LIABILITY, LOSS, DAMAGE, OR EXPENSE INCURRED BY THE CITY ON ACCOUNT OF ANY INJURY TO OR DEATH OF ANY PERSON OR ANY DAMAGE TO PROPERTY CAUSED BY OR RESULTING FROM THE ACTIVITIES FOR WHICH THE PERMIT IS GRANTED.

I have read the Acknowledgement: ☒

Signature

Signature: Lucas Molloy

Date: 01/28/2019



Taste of Madison Event Schedule

Thursday, August 29

8:00pm Generators loaded onto the Square

Friday, August 30

8:00am West Washington between Carroll St & Fairchild St closes for Lambeau Field Live setup (access will remain for Loraine Condos & Grace Episcopal Church)

3:00pm Parking meter bagging begins on the Square

6:00pm Barricades set up on the Square

Vendor tents are assembled and beverage stands are placed

9:00pm Taste vendor move-in vehicles are only permitted on Friday night

Saturday, August 31

6:00am Farmers' Market begins

6:00am Taste vendors move-in – no restaurant vehicles on Square

1:00pm Farmers' Market ends

2:00pm Taste of Madison begins

8:30pm Taste of Madison ends

9:00pm Pellitteri services dumpsters and collect restaurant trash on the Square

Sunday, September 1

8:00am JAK Property Services arrives to sweep the streets and stage areas

11:00am Taste of Madison begins

7:00pm Taste of Madison ends

7:00pm Striking tents/equipment

7:30pm Pellitteri Waste Systems arrives with trash truck to collect restaurant trash on the Square

9:00pm JAK Property Services arrives to sweep the streets and stage areas and flush streets

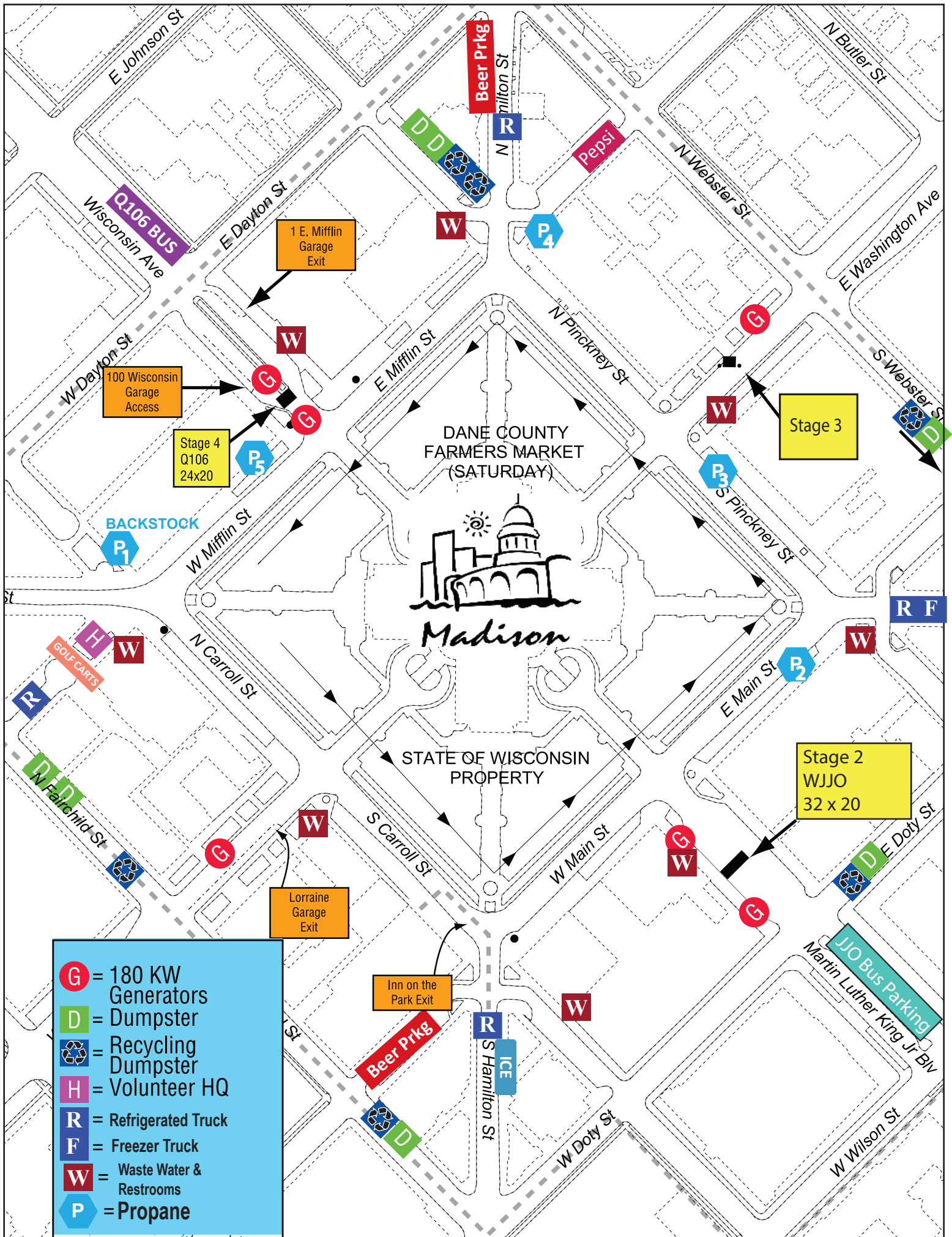
11:00pm Barricades are removed from the Square

Monday, September 2

2:00am Rental power services completes equipment pick up

7:00am West Washington re-opens from Lambeau Field Live

9:00am MFI Staff arrive on site to inspect cleaning job and determine whether additional service is needed





- 77. Rodeo World of Beer
- 76. World of Beer
- 79. Keur Fatou Catering
- 80. Common Pasta
- 81. Famous Dave's
- 82. Pats-n-Tots Food Court
- 83. Jakarta Cafe
- 84. Curd Girl
- 85. Soho Gourmet Cuisines
- 86. Chocolate Shoppe Ice Cream

- 1. Banzo
- 2. Buraka
- 3. Ben's Soft Pretzels
- 4. Freiburg Tap Haus
- 5. Surco Peruvian Food
- 6. Wah Kee Noodle Restaurant
- 7. Mirch Masala
- 8. Hibachi Hut
- 9. Toppers
- 10. FIB's
- 11. Toast

- 12. Blowin Smoke BBQ
- 13. Bandung Indonesian Restaurant
- 14. Melting Pot
- 15. Pagoda Smoothie
- 16. Thai Noodles
- 17. TnT's Coffee & Cafe
- 18. Sassy Cow Creamery
- 19. All Star Catering
- 20. The Post

- 65. Roman Candle Pizzeria
- 66. Kakilima
- 67. HMI Catering
- 68. Native Food Network
- 69. Taqueria Sabor Queretano
- 70. Gyo's Express
- 71. Ernie's Kettle Korn
- 72. RibMasters WI
- 73. JD's
- 74. Jamerica Restaurant
- 75. Milano Ice

- 64. Daddy Rocks
- 63. Little Shop of Cheesecakes
- 62. Old Fashioned
- 61. dZi Little Tibet
- 60. North and South Seafood & Smokehouse
- 59. Biaggi's Ristorante Italiano
- 58. Cafe Costa Rica
- 57. TAJ Indian Restaurant
- 56. Smokin' Cantina





- 55. El Sabor de Puebla
- 54. Fuego's
- 53. Just Bakery
- 52. Ugly Apple
- 51. El Coqui
- 50. Lao Laan-Xang
- 49. Slide Food Cart
- 48. Babcock Ice Cream
- 47. Caracas Empanadas
- 46. Ma & Pop
- 45. Looking Glass Bakery

- 43. Bob's BBQ Emporium
- 42. Lombardino's
- 41. Topsy Cow
- 40. Tavernakaya
- 39. Benefish Grill
- 38. Bulgogi Korean Taco
- 37. La Taguara
- 36. Sa Bai Thong Thai Cuisine
- 35. Gigi's Cupcakes
- 34. The Rigby
- 33. Teriyaki Samurai
- 32. David's Jamaican

- 31. Peoples Bakery
- 30. Steak Escape
- 29. Johnny's Italian Steakhouse
- 28. La Kitchenette
- 27. Bahn Thai
- 26. Natural Juice
- 25. Grace Cheesecakes
- 24. Sugar River Kettle Corn
- 23. Taco Local
- 22. MELTED Grilled Cheese
- 21. Hong Kong Cafe

TASTE OF MADISON BENEFITS MORE THAN 25 LOCAL CHARITIES & NON-PROFIT ORGANIZATIONS



-  Beer
-  Soda & Water
-  Wine
-  Malted Beverages





TASTE OF MADISON 2019 EMERGENCY ACTION PLAN

EVENT OWNER:

Madison Festivals, Inc
5976 Executive Dr. Suite B
(608) 276-9797 ph – (608) 276-9780 fax

EVENT ORGANIZER:

Race Day Events
5976 Executive Dr. Suite B
(608) 316-5755

PRIMARY CONTACT:

Lucas Molloy, Event Director, Operations Director & Restaurant Liaison
Cell phone - (207) 647-1220

EVENT DATES:

Thursday, August 29th, 2019

- 8 pm - Generators are placed in around the square

Friday, August 30th, 2019

- Generator and electrical load-in begins 12 midnight
- Electrical work continues throughout day with no disruption of traffic
- Prep for set-up begins at 12 pm
 - o Restaurant locations taped/chalked off
- Capitol Square closes at 6 pm to non-event and non-emergency vehicles.

Saturday, August 31st, 2019

- Farmer's Market load-in begins at 4 am and opens at 6 am
- Only Farmer's Market vending vehicles are allowed on the square.
- Market closes at 1 pm and egress begins
- Taste of Madison opens to public from 2 pm to 8:30 pm.

Sunday, September 1st, 2019:

- Taste opens to public from 11 am to 7 pm
- Event teardown and clean-up begins at 7 pm until completed.

EVENT LOCATION:

The eight blocks surrounding the State Capital Building; all blocks leading from Square to the outer loop and the 200 blocks of Wisconsin Ave and MLK Jr. Blvd.

HEADQUARTERS:

Event Headquarters for staff and volunteers will be located next to the Wisconsin Historical Society.

INCIDENT COMMAND:

Event Headquarters will be located on W. Mifflin St. off of State St./Carroll St. (next to Wisconsin Historical Society) and will be considered the (initial) Incident Command Post in the event of an extreme emergency situation.

EVENT OVERVIEW:

On August 31st and September 1st, 2019, Madison Festivals, Inc will celebrate the 37th annual Taste of Madison. With over 250,000 visitors from across the region, Taste is a celebration of food, entertainment, and fun! For the past 30 years, Madison's finest in eats and entertainment, families and friends gather in the Capitol Square for this free festival. This year, Taste of Madison features over 80 restaurants with 200+ menu items, 26 beverage stands, 3 stages, and over 35 live musical performances.

Over 1,200 volunteers donate their time and energy to help make Taste a success while earning thousands of dollars for local area charities and non-profits.

Many local, regional, and national businesses show their support through cash and valuable in-kind contributions of goods and services.

Admission: FREE. Open to the public.

MADISON FESTIVALS:

MFI is a recognized 501(c)3 non-profit volunteer-based organization that produces and develops events in the greater Madison community such as Taste of Madison, and the Madison Marathon race weekends. These events enhance the quality of life for residents, showcase the area to visitors, and provide assistance to local charitable organizations.

EMERGENCY ACTION PLAN:

The purpose of the Emergency Action Plan is:

- A.** To predetermine actions to take before and during the Taste of Madison (aka the event) in response to an emergency or otherwise hazardous condition. These actions may be taken by the organizers, staff/management, personnel, and attendees. These actions represent those required prior to the event in preparation for—and those required during— an emergency.
- B.** Flexibility will be exercised when implementing this plan because of the wide variety of potential hazards that exist for all outdoor events. These hazards include, but are not limited to, Fire, Medical Emergencies, Severe Weather, or situations where Law Enforcement is required.
- C.** ASSUMPTIONS: The possibility of an occurrence of an emergency is present at any outdoor event. The types of emergencies possible are various and could require the response of Fire, Emergency Medical Services, and Police.
- D.** This action plan reflects the following priorities:
 - 1. Life safety and minimizing harm
 - 2. Incident stabilization
 - 3. Property preservation

This emergency action plan was originally prepared in August, 2013 by the staff of Purple Door Productions, Inc in response to a request from the City of Madison Fire Department to revise and expand its safety and security plan for the event. Per the suggestion of the City of Madison Fire Department, this plan incorporates elements of FEMA's *Incident Command System*. It has been updated in April of 2019 to reflect changes over time.

EVENT SCHEDULE:

See Appendix 1 – Event Timeline

ONSITE EVENT STAFF:

PRIMARY CONTACT: Lucas Molloy, Event Director
(207) 647-1220

SECONDARY CONTACT: Ryan Richards, Operations
(608) 209-6958

In the event of an emergency, the following contacts will radio/call Lucas or Ryan. When requested, these contacts may meet Lucas or Ryan at Event Headquarters or other designated location to discuss/implement the emergency plan.

SECONDARY CONTACT: Lori Cerniglia, Volunteer Manager
(608) 577-9338

SECONDARY CONTACT: Rita Kelliher, President, Madison Festivals
(608) 333-9750

INSURANCE:

Madison Festivals, Inc insurance policy covering the event is on file with the City of Madison Risk Management.

Carrier: West Bend

CHAIN OF COMMAND:

In the event of a *minor* incident, Lucas Molloy or Ryan Richards, Event Directors will serve as the Incident Commander (lead person), to manage resources, make and finalize decisions, and assign tasks.

In the event of a major incident, Taste of Madison staff will work with the appropriate First Responder agencies (ie, Capitol Police, Madison Police, Madison Fire) to form a Unified Incident Command group that will manage resources, make and finalize decisions, and assign tasks to everyone.

ONSITE EMERGENCY STAFF:

Madison Fire Department

Staff member TBD

Cell during event: (608) XXX-XXXX

Secondary Number during event: (608) XXX-XXXX

Note: This person will be located at _____ during the event.

Pre-event contact: Division Chief Paul Ripp
(608) 266-4203

LAW ENFORCEMENT:

Law Enforcement presence when the event is open to the public is required. The following agencies will provide the following staff:

Madison Police Department

Lt. Dave McCaw – Special Events Lt.

(608) 266-4948

(608) 266-4948 – non-emergency dispatch

Police Officers – In addition to Lt. Dave McCaw, eight (8) City of Madison Police Department Officers will be present while event is open to the public:

Saturday, August 31, 2019: 2:00 pm – 8:30 pm
Sunday, September 1, 2019: 11:00 am – 7:00 pm

In addition to the staff listed above, officers from the Central District's Community Policing and Mounted Police Units frequently are present during the event. Lt. Dave McCaw may extend the hours of officers scheduled for the event and may request assistance from the Central or other Districts if needed.

Wisconsin Capitol Police
Sgt. Chris Weiss
(608) XXX-XXXX cell phone not provided
608-276-7700 - Dispatch

Saturday, August 31, 2019: 1:00 pm – 9:30 pm

- 1 Supervisor
- 2 Officers

Sunday, September 1, 2019: 10:00 am – 8:00 pm

- 1 Supervisor
- 2 Officers

Should an incident occur that requires Law Enforcement, the on-site City of Madison Police Department Officers or Capitol Police will be contacted to request this resource. The caller will have the following info available to the officer:

- Nature of emergency
- Precise location
- Contact person with callback number.

PRIVATE SECURITY:

Security for Event Property & Stages is as follows:

Friday, August 30, 2019 – 9:00 pm to 2:00 pm

- 1 Supervisor
- 2 Staff

Saturday, August 31, 2019 – 1:00 pm to 9:00 pm

- 1 Supervisor
- 10 Staff at 1pm; 6 addt'l at 1:30pm; 12 addt'l at 5pm

Saturday, August 31, 2019 – 9:00 pm to 9:00 am

- 1 Supervisor
- 5 Staff

Sunday, September 1, 2019 – 9:00 am to 8:00 pm

- 1 Supervisor

- 2 Staff at 9am; 2 addt'l 10am-7:30pm; 6 addt'l 10:30am-7:30pm; 2 addt'l 12-7:30pm; 7 addt'l 3:30-7:30pm

COMMUNICATION PLAN:

All event staff, restaurant and beverage captains, power crew, entertainment director, and beverage company representatives carry two-way radios utilizing various radio channels to communicate during the event. A breakdown of channels and their respective area of the event management follows:

Radio Channels

Channel 1: Event Staff and Headquarters

Channel 2: Power and Street Captains

Channel 3: Beverages

Channel 4: Entertainment

When general information/evacuation needs to be communicated to all staff and volunteers during the event, Lucas Molloy, Event Director, will use the radio. Staff members will communicate to lead volunteers on their respective channels.

In the event of an incident, notification of the situation will be through the use of either the Non-Emergency Police Dispatch or 911, dependent upon the severity of the incident. Event Staff or volunteers present will be asked to have the following information available to the 911 operator:

- Nature of emergency
- Precise location
- Contact person with callback number.

If 911 is contacted by any event personnel, Taste of Madison's PRIMARY CONTACT (Lucas Molloy), will be notified by the reporting person as soon as possible in person, by radio or by cell phone.

SEVERE WEATHER:

All Event Staff monitor weather conditions using onsite computers and smart devices with weather alerts being programmed to notify staff when issued.

Pre-Event - If severe weather is predicted prior to the event, staff will consult with Rita Kelliher, president of Madison Festivals to evaluate the conditions and determine if the schedule needs to be modified, or in extreme conditions, if the event will be held.

During Event: If *questionable* weather begins to occur during the event, Event Staff, in consultation with Madison Festivals and onsite emergency personnel, will evaluate the conditions to determine if the event will remain open.

If *severe* weather begins to occur during the event, Event Staff will radio all personnel carrying radios to inform them of the determined course of action. Restaurant and beverage captains and other staff will notify vendors within their assigned areas.

Event staff members will notify the entertainment director to use entertainment stage sound systems to announce:

- Hazardous weather conditions exist
- Attendees, volunteers, staff should seek shelter in:
 - o The State Capitol building
 - o The Madison Municipal Building (210 Martin Luther King Jr. Blvd.)
 - o The City County Building (215 Martin Luther King Jr. Boulevard)
 - o The nearest parking ramp
 - o Open businesses in the area (away from windows)

Taste of Madison will remain open unless weather is extremely dangerous, which includes:

Lightning: Event Staff will monitor weather alerts and maintain onsite observation for impending lightning-related danger. Indications include darkening skies, flashes of lightning, or increasing wind, which may be signs of a developing or approaching thunderstorm. If Event Staff determine lightning-related danger is present the communication system described above will be activated.

Event Staff will also be instructed to stay inside. Taste activities will not resume until it has been determined that the lightning has passed (i.e., event will resume 30 minutes after the last thunder was heard).

Event Staff will radio and/or call staff members to communicate that the event is resuming.

EVACUATION:

Event staff and all personnel with radios are responsible for notifying vendors, sponsors, entertainment stages, and attendees of non-weather situations requiring evacuation.

Event personnel with radios are advised to contact Headquarters if they feel such extreme measures are called. The Event Staff in consultation with the President of Madison Festivals, Law Enforcement and Emergency Responders will determine if such action is required.

If a partial or full evacuation is required a course of action will be determined and communicated to all personnel with radios.

Restaurant/Street/Beverage Captains will be advised to calmly notify vendors in their areas of situations requiring evacuation. Vendors will be asked to exit the square on foot using the street closest to their booth.

Event Staff and Beverage Captains will ask beverage stand volunteers to place all money in stand lock boxes. If required Event Staff and Madison Festivals directors will remove lock boxes from beverage stand locations unless their personal safety is at risk.

Taste of Madison will remain open unless a situation is extremely dangerous.

Event Staff members will assemble at Headquarters unless the area is at general risk, in which case Event Staff members should meet in the lobby of Park Hotel after completing the evacuation.

FIRE / FIRE SAFETY:

Taste of Madison is first and foremost a food-oriented event. In 2019, with over eighty (80) restaurant vendors preparing and serving more than 200 different items to the 250,000 attendees the potential for a fire emergency exist.

All vendors are advised in writing, before the event, to comply with the Madison Fire Department rules and Temporary Vendor Compliance Guidelines. These guidelines state:

"All open flame, hot surface or grease producing cooking shall be conducted a safe distance away from any tent. No cooking shall be conducted inside or under a tent."

Food vendors are directed to use a **non-flammable sorbent floor covering** (from rolls) directly underneath cooking appliances.

The four (4) cooking methods used during the event that create a higher risk of fire emergency are:

Charcoal/Wood Grills – Food vendors prepare food over open-flame grills. The event provides metal containers for hot ash.

Grease – Food vendors prepare food in hot oil/grease utilizing deep fryers. The event provides metal barrels for the disposal of oil/grease.

Propane Gas – Many food vendors use propane gas to cook their offerings. The event has contracted with Ferrell Gas to provide and deliver propane tanks to the event vendors.

During load-in on Friday, August 30, 2019 Ferrell Gas will place eleven (11) blue storage cages around the Square. These cages are the same as can be found at area convenience stores where propane tanks are sold.

The cages will be loaded with up to eighteen (18) 20# propane tanks and then locked. Street/Restaurant Captains – trained volunteers that are assigned a specific street or block to oversee the food vendors – will have keys to the propane cages.

In addition to the 20# propane tanks Ferrell Gas will also deliver seventy (70) 100# tanks which will be delivered to the food vendors that have pre-ordered these supplies.

Extra 100# propane tanks will be stored and secured at the event headquarters.

Electrical – The event contracts with Aggreko Event Services to provide power to all food vendors, sponsors booths, and stages. Six (6) 200kW generators will be placed – See Appendix 2 Equipment Map – at various locations around Capitol Square.

Electrical cable is run from the generators along the curb/gutter of each block to provide power to each booth.

Generators will be placed beginning at 11:30 am on Thursday, August 29, 2019. Electrical cable will be placed starting at 7:00 am on Friday and power will be connected to all booths and stages after 6:00 pm the same day.

Madison Fire Department will have Fire Inspectors onsite during the load-in period and on event days to insure compliance with all fire codes.

Fire Hydrants around the square (Red Dots)

Taste will set up as follows near fire hydrants:

1. N. Carroll near State/W. Mifflin (Capitol side) – No booth.
2. S. Carroll near W. Washington (Capitol side) – No booth
3. S. Carroll near S. Hamilton (Opposite Capitol) – No booth
4. W. Main near S. Hamilton (Capitol side) – No booth
5. W. Main near MLK Jr (Capitol side) – No booth
6. MLK Jr. Blvd – No booth
7. Top of King Street (Capitol side) – No booth
8. S. Pinckney near E. Wash (Capitol side) – No booth
9. E. Mifflin near N. Hamilton (Capitol side) – No booth
10. W. Mifflin near Wisconsin (Capitol side) – No booth

FIRST-AID/MEDICAL:

Taste of Madison contracts with the Madison Fire Department to provide EMS coverage for the event. Two Paramedics, equipped with one small ambulance at the corner of West Washington, ambulance located behind the JJO stage (Martin Luther King Jr. Blvd) and a bike(s), will be present at the event. The **EMT Station** will be a 10x10 tent located at the intersection of Carroll Street and West Washington in the State Capitol building driveway. The EMT Station is located next to the Lost Child tent.

The EMTs will be provided a two-way radio(s) to communicate with staff on **Channel 1** during the event hours:

- Saturday, August 31, 2019 2:00 pm – 8:30 pm
- Sunday, September 1, 2019 11:00 am – 7:00 pm

For Severe Injuries:

1. If a person is seriously injured or becomes violently ill and requires medical attention, personnel will **radio the EMS Station on Channel 1**. The paramedics will come to the location of the injured person. Staff will be advised not to drive/move the ill or injured person for medical assistance. If the on-site paramedics don't answer, staff will call 911 immediately.
2. Staff will provide minor first aid as possible. In all injuries of serious nature, such as a fall, broken limbs, unconsciousness, etc., staff will be advised that the injured should NOT be moved. They will wait for the paramedics and make the injured person as comfortable as possible.
3. Staff will obtain the name of the injured person, and inform the person that help is coming. They will notify Lucas Molloy, Event Director, (or Headquarters) of the situation and location of the injured person and which entrance the paramedics/EMS crew plans to use. If serious, Lucas Molloy will attempt to notify the onsite Police Officers of the situation.

4. Staff will be asked to clear the area of bystanders in a quick, calm, assertive, and polite manner, and clear the area of any obstacle that may be in the path of the EMT crew.
5. Staff will attempt to obtain the contact information of the injured person and that of one witness.
6. In the event that the injured person wishes to file a claim, staff will have them contact Rita Kelliher, president of Madison Festivals. The staff person will obtain the name of the injured person and a witness.
8. Complete an Incident/Damage/Theft form.

For Mild Injuries or Heat Exhaustion:

For people with heat exhaustion, or other mild first aid situations, **radio the EMS Station on Channel 1**. The paramedics will come to the location of the injured person. If the person is nearby the **EMS Station** at the intersection of Carroll and West Washington the staff person will escort the person to the EMS Station.

First Aid Kits - First Aid kits will be on hand at the following locations during the event:

- Headquarters
- Lost Child

DISRUPTIVE BEHAVIOR:

When disruptive behavior is identified at the event, Event Staff and/or volunteers will be asked to follow these guidelines:

1. Remain calm.
2. Let the person state his/her entire complaint.
3. Be sympathetic but remain neutral. If you have the time, let the person talk for a while.
4. If the individual is abusive, tell him/her that such language is not appropriate for a public place.
5. Decide if you can solve the problem. If possible, try to do so. If not, refer the person to an Event Staff member or Madison Festivals director.
6. If the appropriate staff person is not available, tell the person you will see to it that the information will be relayed as soon as possible.
7. If a disruptive individual wishes action taken, get information on how staff members can contact the individual. If this is a restaurant vendor or sponsor contact Headquarters.
8. If behavior becomes threatening, tell him/her you must move on/return to work. If individual persists, call Headquarters, Event Staff, or Madison Festivals director.
9. The key to control in a situation where a person is being physically threatening is TEAMWORK. Call for help on your radio or enlist a staff person or Madison Festivals director when possible.

ALCOHOL SERVICE:

Taste of Madison serves alcoholic beverages from ten (10) beer stands, four (4) wine stands, and four (4) malted beverage stands. Each stand has a supervisor and/or one person on duty at all time that has completed a certified RESPONSIBLE SERVERS course. Beverage stand volunteers are trained to request ID's from individuals that appear underage and will provide wristbands to these persons with proper ID. Attendees are permitted to purchase no more than two alcoholic beverages at a time.

During event hours at least four (4) Beverage Captains are on duty to supervise the beverage stands in an assigned area of the Square. These Captains and the Event Staff are licensed bartenders by the City of Madison. All personnel associated with the event should report individuals suspected of intoxication to Event Staff, Restaurant/Street/Beverage Captains, and/or Law Enforcement personnel immediately.

ALCOHOL CONTAINMENT:

Taste of Madison is permitted to be an open container event from the outer loop to the State Capitol Building.

At all street exits from the Capitol Square, signs will be posted on barricades noting:

NO ALCOHOL BEYOND THIS POINT

Event Staff, private security, and volunteers located near the exits off the square, and notify fair goers (holding beer/wine cups) that open alcohol must not leave event.

Staff and volunteers to be instructed that: *Intoxicated and underage persons are not to be served alcohol.*

EMERGENCY VEHICLES:

Taste of Madison vendor tents are set up partially in the street (10' from curb) and partially up on curbs, allowing for ease of access for emergency vehicles. A 20' fire lane is maintained to create an emergency access lane for the Madison Fire Department (except where exemptions are permitted by the Madison Fire Department) as well as pedestrian access around the square.

LOST PERSON:

A **LOST CHILD** area is located at STAFF HEADQUARTERS

In the event that an individual becomes lost or separated from friends/family, all personnel with radios, Capitol Police, and Madison Police will be advised with the following:

1. If you are relaying a report of a lost person, please give a full description including the missing person's name, height, weight, hair color, age, and clothing.
2. If you find a lost child or adult, please do the following:
 - FOR LOST CHILDREN: Escort the lost child to the LOST CHILD area yourself or have another staff person do so.
 - FOR A LOST ADULT: Direct the individual to LOST CHILD area. Use your discretion as an adult may also need an escort. Call Headquarters if you are very busy. A police officer may be available to meet you and escort the individual.
3. If some is looking for a reported lost child or adult, check the following areas first:
 - LOST CHILD area
 - Headquarters
4. Once a lost person is reunited with their friends/family, communicate this information via radio in order to cancel the search.

ACCESSIBILITY:

Taste of Madison takes place on the City side of the streets encircling the State Capitol Building. The event is designed to ensure that vendor and sponsors' booths do not block access ramps between sidewalks and streets in order that persons with a disability can access and navigate around the event. Because the streets leading into and out of the square are only partially blocked (with nonpermanent barricades), in an emergency, persons with a disability can leave the venue without significantly impeding the movement of other patrons.

Taste of Madison provides handicap accessible restrooms at all locations of the portable restrooms at the event. In addition, the *State Capitol Building, the *Wisconsin Historical Museum, and various restaurants around the Square offer accessible stalls.

* closes at 4:00 pm daily.

*The Capitol Building is wheelchair accessible at several entrances:

- Martin Luther King Blvd
- King Street
- East Washington Avenue
- South Hamilton Street
- Wisconsin Avenue
- State Street
- West Washington Avenue
- North Hamilton Street

*The Capitol building has several elevators and wheelchair accessible restrooms:

- Women's – 2 South, 101 South
- Men's - 23 South, 30 East, 100 West
- Unisex - 31 East – accessible with power assisted door

APPENDICES:

Appendix 1 – Event Timeline
Appendix 2 – Equipment Map
Appendix 2a – Propane Locations
Appendix 3 – Event Map