



Street Use Permit Application

Permit Number _____

Date Received _____

City Clerk Use Only

Event Organizer Information

Name of Group Wisconsin Alliance of Artists and Craftpeople, Inc
Address 111 W. Wilson St #501
City/State/Zip Madison WI 53703
Group Contact Name CURTIS WITTWER
Contact Phone 250-9990 During Event Phone 277-1996
Fax — E-mail cwittwer@charter.net
Web Site www.artcraftwis.org

Return the completed application and non-refundable application fee (\$50 one time events/ \$150 serial events) to:

City Clerk Office, 210 MLK Jr. Blvd, Room 103, Madison, WI 53703

Questions? Call 266-6033

Event Information

Name of Event Art Fair off the Square
Event Category ☐ Run/Walk ☐ Music/Concert ☐ Festival
☐ Rally ☒ Other ART FAIR
☐ Parking (ie bagging meters)

Location Requested

- ☐ Capitol Square (note specific blocks below)
☐ Podium/700-800 State Street
☐ "30 on the Square" (a.k.a. top of 100 block of State Street)
☒ other (note specific blocks/streets requested below)

Street names and Block #'s 200 Block of MLK with 45 yards buffer zone on east side of Wilson St from Pinchney to Carroll during show hours. Also closing of space behind Municipal Building for grill.

Date(s) of Event 7/12/14 - 7/13/14

Rain Date NONE

Annual Event ☐ No ☒ Yes
Estimated Attendance 75,000
(Certificate of Insurance may be required.)

Set-up 7/11/14
Event Starts 7/11/14
Event Ends 7/13/14
Take-down 7/13/14

Public Amplification (not allowed after 11p.m.) ☒ No ☐ Yes, hours _____ to _____

Event Organizer Signature/Verification

This permit is subject to all ordinances, statutes and laws as well as all rules and regulations detailed in the permit application instructions and guidelines. Falsification of information will result in forfeiture of up to \$200 per falsified item. The person/group named in this application will be responsible for the conduct of the group and for the condition of the reserved area. This permit is subject to all Municipal Ordinances as defined by the City of Madison, in addition to all rules and regulations governing the City's Parks Division. The applicant has read the Street Use Permit Instructions. The applicant has included required permit application materials for this event.

I/We waive the 21-day decision requirement. _____ (please initial)

Curtis Wittwer

4/10/14

2014 Art Fair OFF the Square (July 12-13)

35th Annual show/pass around poster/kiosk posters.

1. 140 artists/layout is the same
2. Only five food vendors (they take care of permits)
3. Coordinate with the Farmer's Market/Closing Wilson St: At 5 am on July 13, the security and the farmers work together to block the street at Pinckney and Wilson. Art Fair will work with Larry on the details.
4. Publicity (radio, TV, newspapers, magazines, posters, postcards)
5. Set up time in the street is 6:00 p.m. on Friday. Call Katie Sellner with issues (261-9633/267-8778)
6. Re-route bus between 5:45-6:00 pm
7. Location: 200 block of MLK and the walkway leading up to Monona Terrace. 45 yard buffer zone on East and West Doty and Wilson from Pinckney to Carroll.
8. At Friday noon in the 200 block, we will have the ice merchandiser on the sidewalk by a pole, not blocking the sidewalk. Alaskan Ice will use the plug on the pole or use our electrical box. Artists who have a space in the 200 block between the curb and the sidewalk will set up at 1 pm on Friday. If an artist blocks the sidewalk with their stuff, the city may take this perk away from the show. And we will be blocking Wilson Street from Carroll to Pinckney only during show hours.
9. BANNERS: None
10. RECYCLING PLAN: Each year I talk to George and fill out his form.
11. DUMPSTERS: Two dumpsters (one for recycled) on Doty next to Justice Building.
12. INSURANCE: Insurance has been forwarded to the appropriate people.
13. SECURITY: We have two security persons on site from 6 pm Fri to 7 pm Sunday, only the overnight times. MPD has all the hours during the show hours.
14. No music for our show

15. Coordinate with Art Fair ON the Square
 - Music volume and type of music
 - 100 block layout/16 foot lane
 - Dumpsters
 - Potable water at CCB
16. Closing off Wilson Street/Security /Lt. Carl Strasburg approves our plan (245-3654)
17. BICYCLES AND BIKE RACKS: We have to submit a map showing which bike racks we want moved and where we want them moved. They have to be in a place where bicyclists can use the racks. Traffic Engineering will charge us a fee for doing this. Fee to be determined.
18. HANDICAPPED PARKING IN THE 200 BLOCK: There are two handicapped parking spots in the 200 block, both signs needing a ladder to reach them. They plan to charge us for the installation and removal.
19. The Hilton and Madison Club are sent letters alerting them to the closing of Wilson with access to both of their properties.
20. Delivery of barricades and barrels-we are first-Mark Winter.
21. The ramp that goes up to the top of the city-county building steps

Contact: Curtis Wittwer 250-9990 cwittwer@charter.net

To do:

1. Get posters to Kelli so she can put them in the kiosks.
2. Ask Kelli for receipt for \$100 street use permit.
3. Ask traffic/engineering how much to put up two handicapped signs in the 200 block.
4. Coordinate with Larry Johnson.
5. Have Bill draw a map of where the bike racks are now and where we would like them repositioned so bicyclists can use them during the show. Give to Curtis. And yes, there is a charge for that.
6. Pick up form to describe emergency plan and give to Kelli.
7. Bill, could you make sure the cord crossing the path is at the bottom. Suggest two more yellow jackets.

NEW LOCATION OF BIKE RACKS ART FAIR OFF THE SQUARE



