

STREET USE PERMIT APPLICATION

EVENT INFORMATION

Name of Event: Art Fair Off the Square

Event Organizer/Sponsor: Wisconsin Alliance of Artists and Craftspeople

Is Organizer/Sponsor a 501(c)3 non-profit agency? ☒ Yes ☐ No

MANDATORY: State Sales Tax Exemption Number: ES#: 24228

OPTIONAL: Federal Tax Exempt Number: _____

Address: PO Box 1791

City/State/Zip: Madison WI 53701

Primary Contact: Cathy Lybarger – Art Fair Director Work Phone: 608-886-2199

Email: aardvarkartglass@gmail.com Phone During Event: 608-886-2199

Website: www.artcraftwis.org FAX: _____

Secondary Contact: Lezlie Blanton – Executive Director Work Phone: 608-204-9129

Email: wiartcraft@gmail.com Phone During Event: _____

Annual Event? ☒ Yes ☐ No

Charitable Event? ☐ Yes ☒ No

If Yes, Name of charity to receive donations: _____

Estimated Attendance: 75,000 (CERTIFICATE OF INSURANCE MAY BE REQUIRED)

Public Amplification? (not allowed after 11 p.m.): ☐ Yes ☒ No

Hours: _____ to _____

EVENT CATEGORY

☐ Run/Walk ☐ Music/Concert ☐ Festival ☐ Rally ☐ Parking (i.e., bagging meters)

☒ Other: Art Fair

LOCATION REQUESTED

☐ Capitol Square (note specific blocks below) ☐ State St. Mall/800 State Street

☐ 30 on the Square (aka top of 100 block of State Street) ☒ Other (specific blocks/streets requested below)

Street Names and Block Numbers: Martin Luther King Blvd 200 block

EVENT DATE(S)/SCHEDULE

Date(s) of Event: July 8-9, 2017 Event Start and End Times: 9:00-6:00 Sat, 10:00-5:00 Sun

Rain Date (if any): _____ Set-Up Start Time: 6:00 PM July 7

Take-Down Start Time and End Times: 5 PM-8 PM July 9
TAKE-DOWN TIME: START TO STREETS REOPENED

Will sponsor apply for temporary class B license to serve or sell beer/wine for this event? ☐ Yes ☒ No

If class B license is denied, will the event(s) occur? ☐ Yes ☐ No

_____ By initialing, I/we waive the 21-day decision requirement.

APPLICATION SIGNATURE

BY SIGNING THIS APPLICATION, THE "EVENT ORGANIZER/SPONSOR" LISTED ABOVE AGREES TO INDEMNIFY, DEFEND, AND HOLD THE CITY AND ITS OFFICERS, OFFICIALS, 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.

Applicant Signature

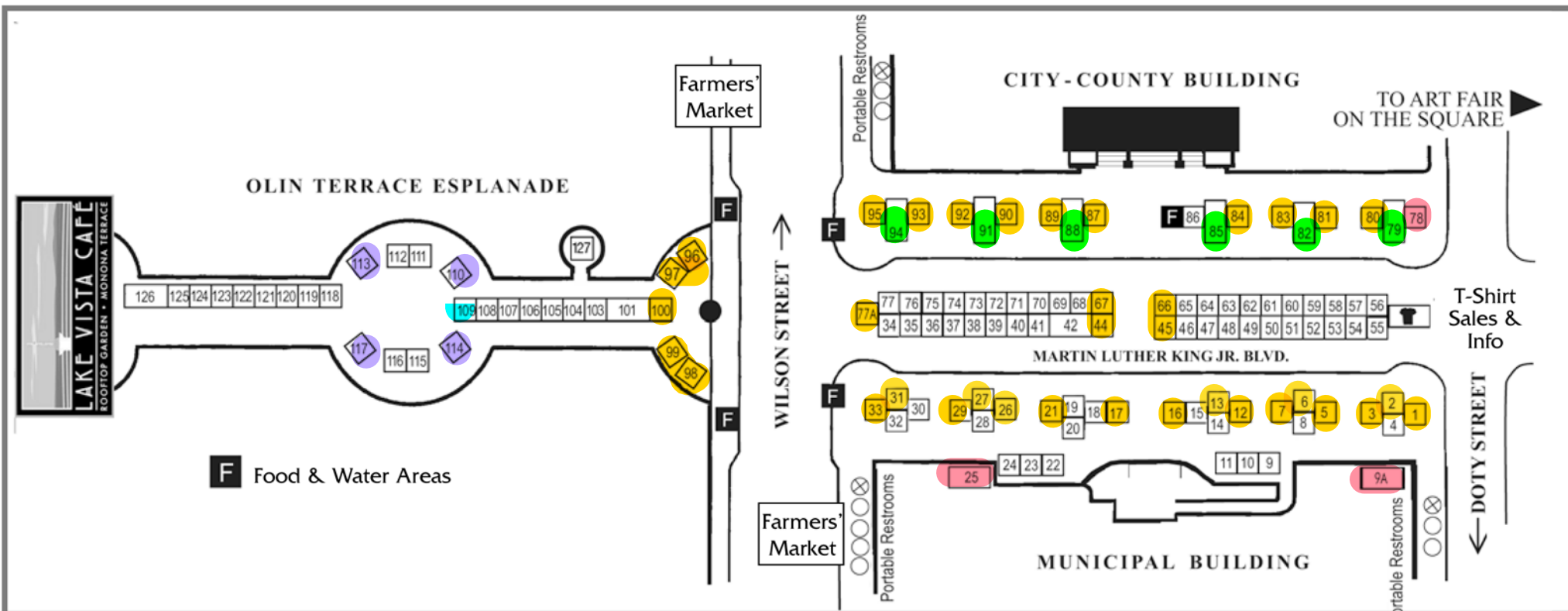


Date 3/23/17

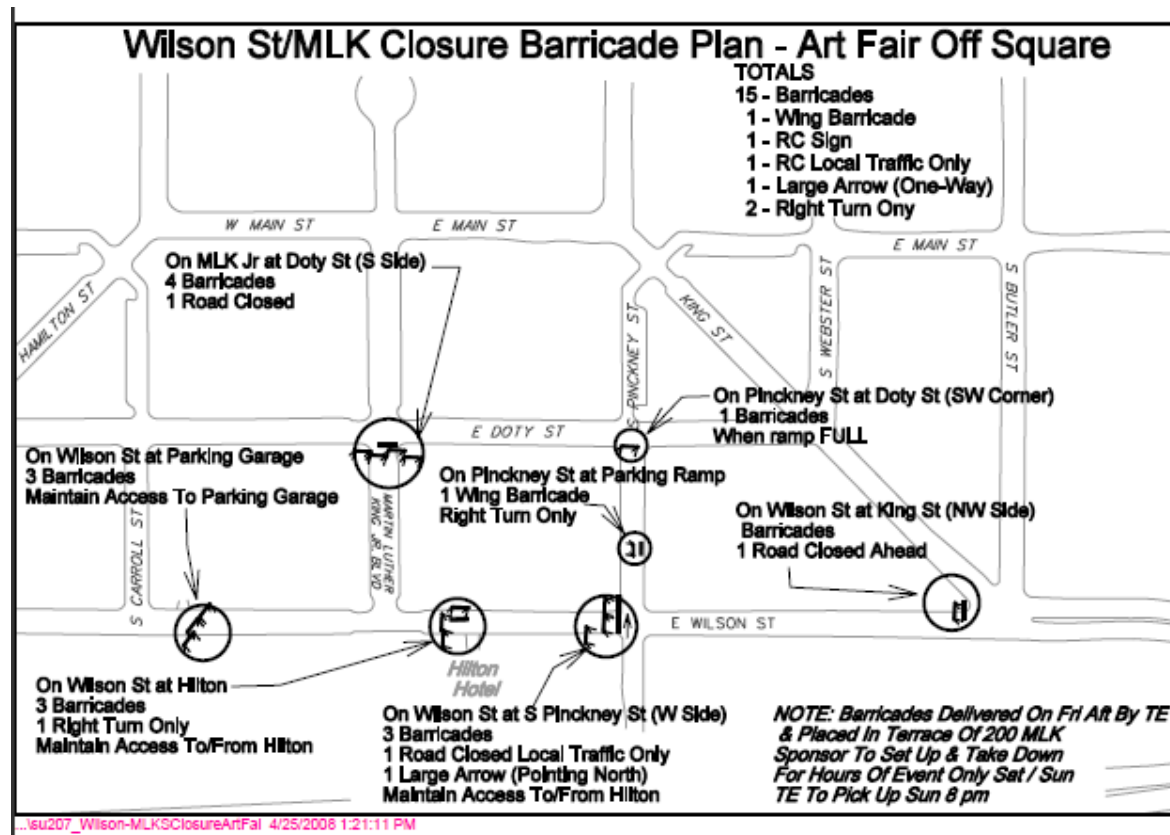
Bernie Tennis, Board president, Wisconsin Alliance of Artists and Craftspeople

bt@bernietennis.com

608-669-4601



Appendix 2 Traffic Map



See below

2016 WISCONSIN ALLIANCE OF ARTISTS & CRAFTS PEOPLE ART FAIR OFF THE SQUARE

LOCATION: 200 BLOCK OF MLK & WALKWAY TO MONONA TERRACE

#OF TIMES YOU CAN SIGN UP: ANY TIME

CONTACT: CURTIS WITTWER 250-9990

Duties will consist of security, directing traffic, giving directions, and handling emergencies -

DATE	TIME	OFFICER	LOCATION
FRI JULY 8	6PM - 10PM	□ security	Entire show
		□ security	Entire show
		□ security	Entire show
	10PM - 6AM	□ security	Entire show
		□ security	Entire show
		□ security	Entire show
	6AM - 10AM	□ Police	Doty/MLK
		□ Police	Doty/MLK
		□ Police	Doty/Pinckney
		□ Police	Doty/Pinckney
		□ Police	Doty/Pinckney
		□ Police	Pinckney/Wilson
SAT JULY 9	10AM - 2PM	□ security	Pinckney/Wilson
		□ Police	Doty/MLK
		□ Police	Doty/MLK
		□ Police	Doty/Pinckney
		□ Police	Doty/Pinckney
		□ Police	Pinckney/Wilson
		□ security	Pinckney/Wilson
	2PM - 6PM	□ Police	Doty/MLK
		□ Police	Doty/MLK
		□ Police	Doty/Pinckney
		□ Police	Doty/Pinckney
		□ Police	Doty/Pinckney
		□ Police	Pinckney/Wilson
		□ security	Pinckney/Wilson
	6PM - 10PM	□ security	Entire show
		□ security	Entire show
		□ security	Entire show
SUN JULY 10	10PM - 6AM	□ security	Entire show
		□ security	Entire show
		□ security	Entire show
		□	

	6AM-10AM	□ Police	Doty/MLK
		□ Police	Doty/MLK
		□ Police	Doty/Pinckney
		□ Police	Doty/Pinckney
		□ Police	Doty/Pinckney
		□ Police	Pinckney/Wilson
		□ security	Pinckney/Wilson
	10AM-2PM	□ Police	Doty/MLK
		□ Police	Doty/MLK
		□ Police	Doty/Pinckney
		□ Police	Doty/Pinckney
		□ Police	Doty/Pinckney
		□ security	Pinckney/Wilson
	2PM - 6PM	□ Police	Doty/MLK
		□ Police	Doty/MLK
		□ Police	Doty/Pinckney
		□ Police	Doty/Pinckney
		□ Police	Pinckney/Wilson
		□ security	Pinckney/Wilson

This schedule reflects an extra officer at night per WAAC board suggestion and a third officer during the day at the corner of Doty and Pinckney per police orders. For 34 years we didn't need police at Doty/MLK. With increased traffic in 2014 and 2015, we've added two officers at Doty/MLK. The lines in red show recently added security.

2/14/16



ART FAIR OFF THE SQUARE 2016 EMERGENCY ACTION PLAN

(revised 2-1-16)

**EVENT ORGANIZER:
PRIMARY CONTACT:**

Kelly Deneen, Art Fair Director
cell: 608-263-8338
8201 Klevenville Riley Rd
Verona, WI 53593

EVENT DATES:

Friday, July 8, 2016: Set up begins at 6:00 pm in the street
Saturday, July 9, 2016: Event is open to the public 9:00 am – 6:00 pm
Sunday, July 10, 2016: Event is open to the public 10:00 am – 5:00 pm
Sunday, July 10, 2016: Breakdown begins at 5:00 pm, continues until 8:00 pm

EVENT LOCATION:

The 200 block of MLK, Jr. Blvd and the walkway to Monona Terrace.

HEADQUARTERS:

During the event, Headquarters for staff and volunteers will be located
In the street at the corner of Doty St. and MLK, Jr. Blvd in the
Info Booth and the T-Shirt Booth

INCIDENT COMMAND POST:

During the event, Headquarters for staff and volunteers will be located
In the street at the corner of Doty St. and MLK, Jr. Blvd in the
Info Booth and the T-Shirt Booth

EVENT OVERVIEW

On July 9 and 10, 2016, the Wisconsin Artists and Craftspeople, Inc. (WAAC) will celebrate its 36th annual Art Fair off the Square. With over 75,000 visitors from across the region, the Art Fair offers a wide range of art, family entertainment and food. Occupying the 200 block of MLK, Jr. Blvd and the walkway to Monona Terrace is a celebration of both the arts and downtown Madison. Over 50 volunteers donate their time and energy to help make the Art Fair a success, and businesses also show their support through cash and valuable in-kind contributions of goods and services, such as promotional assistance, manpower, and donations of food and equipment. Since WAAC's very first event, it has grown into one of the most highly-respected juried art fairs in the region, restricted to artists from Wisconsin. Over 200 artists from across Wisconsin apply each year for the 142 exhibitor booths. **Admission: FREE.** Open to the public.

The Art Fair OFF the Square is an annual event that boosts tourism, statewide visibility, trade, quality of life, and

city pride. Education programs for area schools continue to bring teachers and students to the Art Fair to provide a greater understanding of art principles and traditions. A booth is provided for high school students to exhibit and sell their art.

ABOUT THE EVENT ORGANIZER

WAAC is a nonprofit, independent 501(c)3 organization. It is organized and run by an 11 member board.

ANTICIPATED ATTENDANCE

The Art Fair OFF the Square attracts and involves a large number of people over the weekend of the art fair, namely:

- Two staff members and one contracted individual.
- 50 volunteers
- 142 artists assigned to 142 artist-designated booths
- Two Special Duty City of Madison Police officers (contracted, per shift) during show hours
- Two security persons from a security firm during over-night hours
- 1 Fire Department Inspector
- 1 Public Health Inspectors/ Sanitarians
- Five food vendor booths
- 75,000 attending fairgoers from across the region

PURPOSE OF THE EMERGENCY ACTION PLAN

A. This emergency action plan predetermines actions to take before and during the “Art Fair OFF the Square” (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

ORIGINS OF THE EMERGENCY ACTION PLAN

This emergency action plan was prepared by Curtis Wittwer, Art Fair Coordinator with a review from Kelly Deneen and Lezlie Blanton in response to a request from the City of Madison Fire Department to revise and expand its safety and security plan for the fair. Per the suggestion of the City of Madison Fire Department, this plan incorporates elements of FEMA’s *Incident Command System*.

COMPLETE EVENT SCHEDULE

Set up Event

Friday, July 8th

Set up begins at 6:00 pm for booths in the street and continues for several hours. Earlier set-up times for the Monona Terrace walkway and the sidewalks in the 200 block of MLK, Jr.

Saturday July 9th

Event begins at 9:00 am

Event ends at 6:00 pm

Sunday July 10

Event begins at 10:00 am

Event ends at 5:00 pm

Take-down/strike

Sunday, July 10th

Take-down begins at 5:00 pm, and is expected to be finished by 8:00 pm

EVENT ORGANIZER: REPRESENTATIVES ONSITE

One event representative will be identified as the point of contact for all communications regarding the event. This person is identified as PRIMARY CONTACT.

PRIMARY CONTACT: Kelly Deneen, Art Fair Director

cell: 608-263-8338

8201 Klevenville Riley Rd

Verona, WI 53593

In the event of an emergency, the following secondary contacts will call Lezllllllllie or vice versa. When requested, this contact may meet Bill at the Info and T-shirt Booth on the corner of MLK, Jr. and Doty.

SECONDARY CONTACT: Lezlie Blanton, Executive Director

Business phone: 204-9129

Box 3262

Madison, WI 53701

INSURANCE

WAAC's insurance policy covering the event is renewed and approved at the Street Use meeting in April of each year.

CHAIN OF COMMAND

In the event of a **minor** incident, Kelly Deneen, Art Fair Director 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, Kelly Denen will look to the **Madison Fire Department** to identify/name an Incident Commander (lead person), to manage resources, make and finalize decisions, and assign tasks to everyone.

PRE-DESIGNATED INCIDENT COMMANDER (NOT A WAAC STAFF MEMBER):

TBD,

Madison Fire Department Cell during event: Secondary cell [REDACTED] d at

ing event: [REDACTED]

Pre-fair contact: Division C [REDACTED] Schwenn

Office: (608) 266-4203

LAW ENFORCEMENT / SECURITY

Police Officers

The need for constant Law Enforcement presence at this event has been identified.

There are 21 slots for City of Madison Police Department Special Duty Officers will be present during all active* hours of the fair:

Saturday, July 9, 2016: 9:00 am – 6:00 pm

Sunday, July 10, 2016: 10:00 am – 6:00 pm

**Active hours are those in which the public is invited to make purchases at the fair and/or when money is being handled.*

Should an incident occur that requires Law Enforcement, the on-site City of Madison Police Department Special Duty Officers will be contacted to request this resource. The caller will have the following info available to the officer: nature of emergency, precise location, and contact person with callback number.

Security

WAAC has contracted with Endres and Endl Security to provide over night protection services. The schedule for security guards follows. This security firm has only retired Sheriff's Deputies and retired Police Officers.

21 slots	Fri/Sat, July 8/9	6:00 pm—9:00 am
21 slots	Sat/Sun, July 9/10	6:00 pm—noon

INFORMATION COMMUNICATION PLAN

(Plan for information communication to staff and volunteers during the event)

During the event, all staff members and contracted persons from WAAC, will be spread out over the whole fair, and will be **carrying cell phones** (hand-held communicators), including the Board, Kelly Deeen, Art Fair Director, and Lezlie Blanton, Executive Director

When general information/evacuation needs to be communicated to all staff and volunteers during the event, Kelly Deneen Art Fair Director, will use the cell phone list to contact designated persons. During set up/tear down, Bill Bale, Art Fair Director, will use cell phones to communicate to staff members and other key persons.

In the event of an emergency, notification of the emergency will be through the use of 911. WAAC Staff members present will be asked to have the following information available to the 911 operator:

- ☐ Nature of emergency
- ☐ Location
- ☐ Contact person
- ☐ Callback number

If 911 is contacted by any WAAC staff or volunteer, the event's PRIMARY CONTACT (Kelly Deneen) will be notified by the reporting person as soon as possible in person or by cell phone (the reporting person will keep calling Kelly Deneen if he/she reaches voicemail).

SEVERE WEATHER

Kelly Deneen is in charge of monitoring weather conditions. Weather forecasts and current conditions will be monitored through WeatherUnderground (www.wunderground.com), AccuWeather (www.accuweather.com), Channel 15 (www.nbc15.com/weather), and the 911 staff located in the City-County Building.

Pre-Event:

If severe weather is predicted prior to the event, Kelly Deneen will contact Lezlie Blanton and the chair of the board to evaluate the conditions and determine if the event will remain scheduled.

During Event:

If *questionable* weather begins to occur during the event, Kelly Deneen will contact Lezlie Blanton and board chair to evaluate the conditions and determine if the event will remain open.

If severe weather begins to occur during the event, Kelly Deneen will contact key persons who will be responsible for notifying artists of a weather emergency. Staff members and key volunteers will notify those attending the event that:

- ☐ A hazardous weather condition exists.
- ☐ Everyone should seek shelter either in Monona Terrace (best choice) or the City County Building (not the best) as they are all designated severe weather safety zones. City-County Building has open doors on both Wilson and Carroll St. However there is limited space. Nearby parking ramps or open businesses (away from windows) are also options.

The Art Fair will remain open unless weather is extremely dangerous.

Lightning:

Kelly Deneen will also be watching and listening for clues of impending lightning-related danger. This will include darkening skies, flashes of lightning, or increasing wind, which may be signs of a developing or approaching thunderstorm. She will also listen for thunder. If Kelly determines that lightning-related danger is present, she will call staff members and key volunteers to instruct everyone to spread word about getting to a safe place (inside substantial buildings). Staff will also be instructed to stay inside. Fair activities will not resume until Bill has determined that the lightning has passed (i.e., we will resume 30 minutes after the last thunder was heard). Kelly will call staff members and key volunteers to communicate that the fair is resuming.

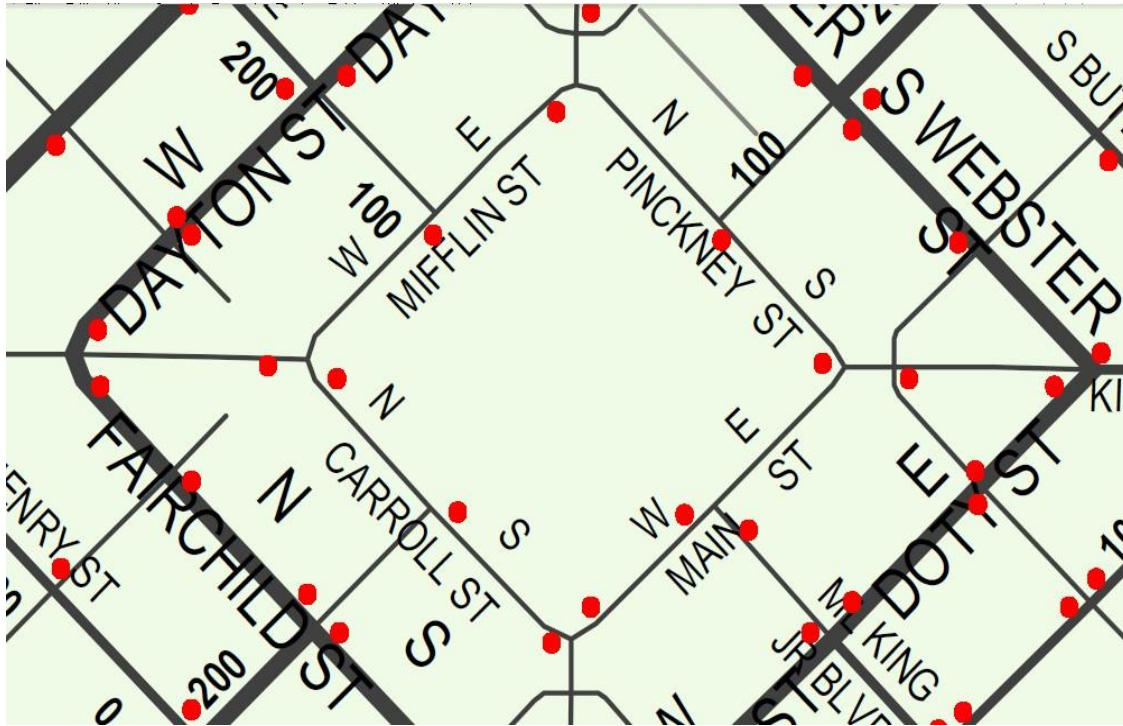
FIRE / FIRE SAFETY

No specific hazard has been identified as an increased risk of fire at this event. Nevertheless, WAAC staff will be instructed on the safe use of Portable Fire Extinguishers.

Portable Fire extinguishers will be kept at the Info and T-Shirt booth. All vendors are advised 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 will be advised to use a **non-flammable sorbent floor covering** (from rolls) directly underneath cooking appliances.

Fire Hydrants around the fair (Red Dots)



The Art Fair OFF the Square and Art Fair on the Square will set up as follows near fire hydrants located within the show (designated in bold):



as follows near fire hydrant

1. MLK Jr. Blvd

- Clearance will be maintained around (no booth).

FIRST-AID MEDICAL EMERGENCIES

Dedicated EMTs/Paramedics (Saturday/Sunday)

WAAC will contract with the Madison Fire Department to provide EMS coverage for both on and off the square. Two Paramedics, one small ambulance, and a bike(s) will be present at both fairs. The paramedics are located near both shows. The **EMS/Paramedic Station** will be a 10x10 tent located near the intersection of S. Pinckney x E. Main Street on the Capitol Square sidewalk near the kid's area (see the **red circle**). A parking space will be designated on King Street for Ambulance parking (a bagged meter will have a sign "Ambulance parking only". See **red star**).

The paramedics will be given a list of cell phone numbers.

They will be available during the following hours:

Saturday, July 9, 2016 8:45 am – 6:15 pm



For Severe Injuries:

1. If a person is seriously injured or becomes violently ill and requires medical attention, WAAC Staff will call **the EMS Station**. 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 Bill Bale of the situation and location of the injured person and which entrance the paramedics/EMS crew plans to use. If serious, Bill Bale 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 paramedics/EMS 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 Leslie Blanton. The staff person will obtain the name of the injured person and a witness.
8. Complete and Incident/Damage/Theft form.

For Mild Injuries or Heat Exhaustion:

For people with heat exhaustion, or other mild first aid situations, **call the EMS Station and the paramedics** will come to the location of the injured person. If the person is nearby the **EMS/Paramedic Station** at the intersection of S. Pinckney x E. Main Street on the Capitol Square sidewalk (near the kid's area), the staff person will escort the person to the EMS Station.

A First Aid Kit

A First Aid kit will be on hand at the Info and T-Shirt booth.

DISRUPTIVE / THREATENING BEHAVIOR

When disruptive behavior is identified at the event, WAAC Staff members, key volunteers and contracted individuals will be asked to follow these procedures:

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 contracted security on duty.
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 an artist, get name and booth number and relay to Info and T-Shirt booth.
8. If behavior becomes threatening, tell him/her you must move on/return to work. If individual persists, call security.
9. The key to control in a situation where a person is being physically threatening is **TEAMWORK**. Call for

help from a security person or enlist a fellow staff person when possible.

ALCOHOL CONTAINMENT

No alcohol beverages are served at the Art Fair OFF the Square.

SECURING VALUABLES

Vendors are instructed as follows:

- ☐ Keep tent secured/closed/fastened overnight.
- ☐ It is recommended that all items of value are taken with you at the end of each day.
- ☐ When you have to leave your booth during the event, go to the Info and T-Shirt booth for help.

EMERGENCY VEHICLE ACCESS

Art Fair OFF the Square vendor tents are set up in the street, allowing for ease of access for emergency vehicles. A lane, 20 feet in width, is maintained to create an emergency access lane for the Madison Fire Department as well as pedestrian access.

LOST CHILDREN OR ADULTS

Designated “lost child/adult” area: Info and T-Shirt booth at the corner of MLK, Jr. and Doty.

In the event that an individual becomes lost or separated from friends/family, all staff will be advised to escort the missing person to the Info and T-Shirt booth. Staff will be asked to follow these instructions:

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 so the Capitol and City of Madison police can be alerted.
2. If you find a lost child or adult, please do the following:

FOR LOST CHILDREN: Escort the lost child to the Info and T-Shirt booths yourself or have another staff person do so. Do not ask a volunteer.

FOR A LOST ADULT: Direct the individual to Headquarters. Use your discretion; 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 someone is looking for a reported lost child or adult, they should check at the Info and T-Shirt Booth.
5. Once a lost person is reunited with their friends/family, communicate the good news to staff and key volunteers so that they may call off the search.

EVACUATION

1. Staff and key volunteers are responsible for notifying artists of non-weather situations requiring evacuation. Staff will speak with the security staff/Police and will call key cell phone numbers when such a need arises. All Staff will contact other nearby staff members when notice is announced over the radio.
2. Each staff person and key volunteers are advised to calmly notify artists. Artists will be asked to exit the 200 block of MLK, Jr. and the walkway to Monona Terrace on foot using the street closest

to their booth.

3. In the case of situations requiring evacuation, staff members will be asked to remove the cash from the registers at the T-shirt booth unless their personal safety is at risk.
4. The Art Fair will remain open unless a situation is extremely dangerous.
5. WAAC Staff and key volunteers will assemble at the Info and T-Shirt booth, unless the area is at general risk, in which case staff members should head to Monona Terrace across the walkway asap after evacuation. If the downtown area is at general risk staff and key volunteers will be advised to stay at Monona Terrace.

ACCESSIBILITY

General Event Access for Persons with Disability

The event takes place in city streets. WAAC ensures that vendors' booths do not block access to ramps between sidewalks and streets, so that persons with a disability can access and move around the event. Also, because the 200 Block Of MLK, Jr. is only partially blocked (with non-permanent barricades), in an emergency, persons with a disability are able to leave the venue without significantly impeding the movement of other patrons.

Restroom Access

WAAC staff will have knowledge of the following (also available at the Information Booths):

- I. Monona Terrace (best choice) and restaurants near the show offer accessible restrooms.

Kelly Deneen will have a copy of this document at the art fair.

APPENDICES

Appendix 1	Event Map
Appendix 2	Traffic Map
Appendix 3	Security Schedule

See below

Appendix 1 Event Map

