

STREET USE PERMIT APPLICATION

EVENT INFORMATION

Name of Event: Taste of Madison
Event Organizer/Sponsor: Madison Festivals, Inc.
Is Organizer/Sponsor a 501(c)3 non-profit agency? ☒ Yes ☐ No
MANDATORY: State Sales Tax Exemption Number: ES#: 022952
OPTIONAL: Federal Tax Exempt Number: _____
Address: 5976 Executive Drive Suite B
City/State/Zip: Fitchburg, WI 53719
Primary Contact: Erin Dougherty Work Phone: 608-276-9797
Email: erin@madisonfestivals.com Phone During Event: 920-420-7137
Website: tasteofmadison.com FAX: 608-276-9780
Secondary Contact: Ryan Richards Work Phone: 608-276-9797
Email: ryan@racedayeventsllc.com Phone During Event: 608-209-6958
Annual Event? ☒ Yes ☐ No
Charitable Event? ☒ Yes ☐ No
If Yes, Name of charity to receive donations: Numerous local charities/non-profits
Estimated Attendance: 250,000 over 2 days (CERTIFICATE OF INSURANCE MAY BE REQUIRED)
Public Amplification? (not allowed after 11 p.m.): ☒ Yes ☐ No
Hours: 9/2 12p-8:30p to 9/3 - 9a-7p

EVENT CATEGORY

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

LOCATION REQUESTED *****Exclusive Use 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: All surrounding 100 blocks; 200 blocks of Wisconsin Ave & MLK Jr Blvd

EVENT DATE(S)/SCHEDULE

Date(s) of Event: 9/2-9/2/2017 Event Start and End Times: 9/2: 2p-8:30p & 9/3: 11a-7p
Rain Date (if any): None Set-Up Start Time: 8/30 - 8p
Take-Down Start Time and End Times: 9/3: 7p - 9/4: 2a
TAKE-DOWN TIME: START TO STREETS REOPENED

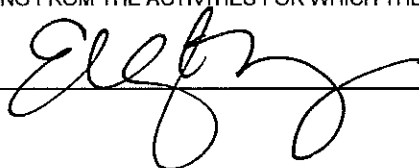
Will sponsor apply for temporary class B license to serve or sell beer/wine for this event? ☒ Yes ☐ No
If class B license is denied, will the event(s) occur? ☐ Yes ☒ No

gh 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

3/22/07

STREET EVENT SCHEDULE

- The schedule begins when event setup starts, including setup on sidewalks, terraces or parking, and ends when the street is re-opened for normal use.
- The schedule should encompass all activities planned for the event, such as:
 - » Vending: food, beverages and/or merchandise
 - » Music/Performances
 - » Displays, Exhibits, Demonstrations
 - » A moving event such as a rally, parade, etc.

Provide Detailed Event Schedule:

Thursday, August 30

8:00 p.m. Generators loaded onto the Square

Friday, September 1

3:00 p.m. Parking meter bagging begins on the Square

6:00 p.m. Barricades set up on the Square

Vendor tents are assembled and beverage stands are placed

9:00 p.m. Taste vendor move-in vehicles are only permitted on Friday night

Saturday, September 2

6:00 a.m. Farmers' Market begins

8:00 a.m. Taste vendors move-in – no restaurant vehicles on square

1:00 p.m. Farmers' Market ends

2:00 p.m. Taste of Madison begins

8:30 p.m. Taste of Madison ends

9:00 p.m. Pellitteri services dumpsters

Sunday, September 3

8:00 a.m. JAK Property Services arrives to sweep the streets and stage areas

11:00 a.m. Taste of Madison begins

7:00 p.m. Taste of Madison ends

7:00 p.m. Striking tents/equipment

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

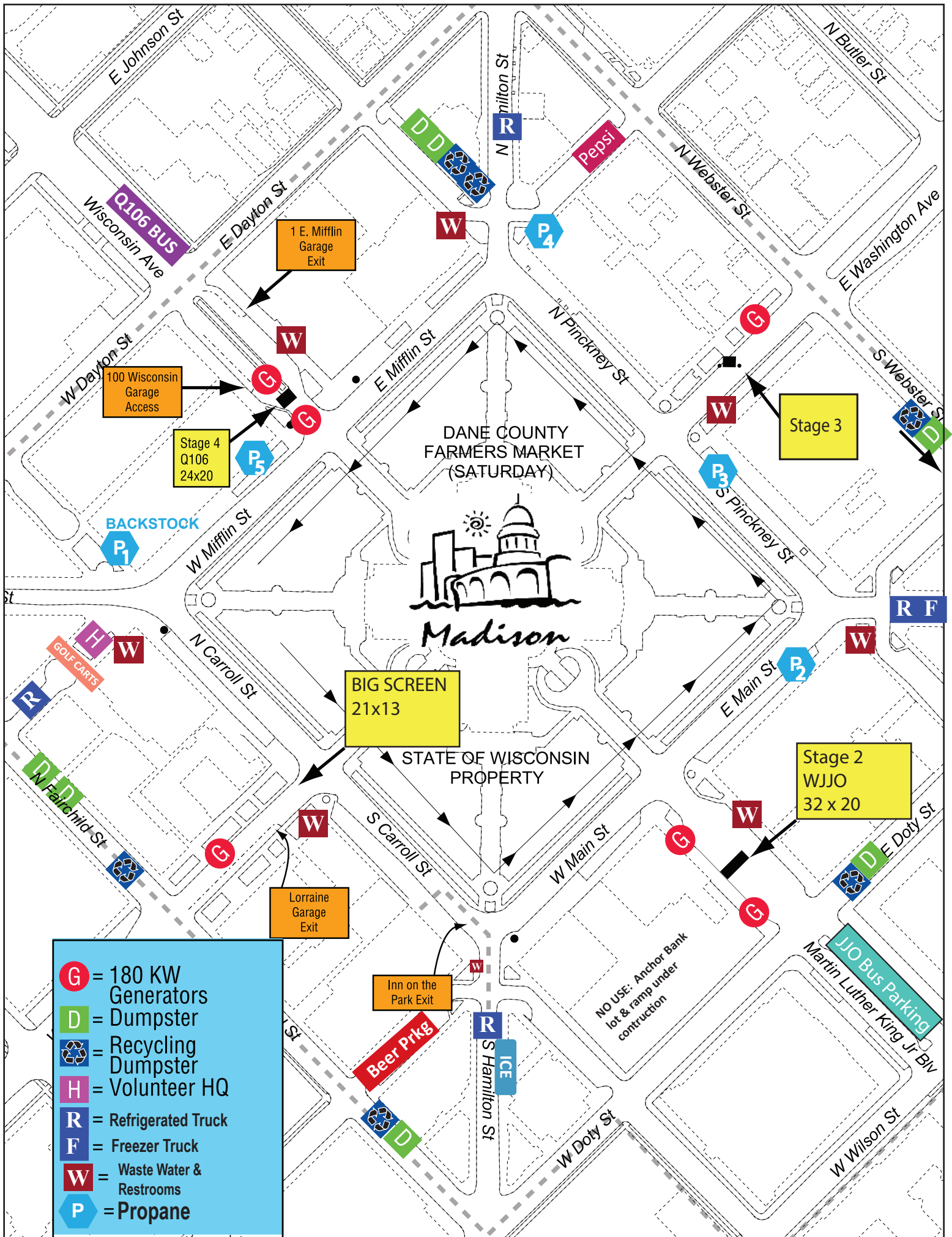
9 p.m. JAK Property Services arrives to sweep the streets and stage areas and flush streets

11:00 p.m. Barricades are removed from the Square

Monday, September 4

2:00 a.m. Rental power services completes equipment pick up

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





TASTE OF MADISON 2017 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:

Erin Dougherty, Event Director
Cell phone – (920) 420-7137
Or
Ryan Richards, Operations Director
Cell phone – (608) 209-6958

EVENT DATES:

Thursday, August 30th, 2017

- Prep for set-up begins at 12 pm
 - o Restaurant locations taped/chalked off
- 8 pm - Generators are placed in around the square

Friday, September 1st, 2017

- Generator and electrical load-in begins 12 midnight
- Electrical work continues throughout day with no disruption of traffic
- Capitol Square closes at 6 pm to non-event and non-emergency vehicles.

Saturday, September 2nd, 2017

- 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 3rd, 2017:

- 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 September 2nd and 3rd, 2017, Madison Festivals, Inc will celebrate the 34th 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 August of 2017 to reflect changes over time.

EVENT SCHEDULE:

See Appendix 1 – Event Timeline

ONSITE EVENT STAFF:

PRIMARY CONTACT: Erin Dougherty, Event Director
(920) 420-7137

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

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

SECONDARY CONTACT: Brodie Birkel, Marketing Director
(608) 692-9873

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, Erin Dougherty 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 Ron Schwenn
(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. Jennifer Krueger Favour, Central District

(608) 576-2837 – cell
(608) 266-4948 – non-emergency dispatch

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

Saturday, September 2, 2017: 2:00 pm – 8:30 pm
Sunday, September 3, 2017: 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. Krueger Favour 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, September 2, 2017: 1:00 pm – 9:30 pm
- 1 Supervisor
- 2 Officers

Sunday, September 3, 2017: 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:

Taste of Madison contracts with Endres & Endl Security & Legal Process LLC to provide property and stage protection services.

Security for Event Property & Stages is as follows:

Friday, September 1, 2017 – 9:00 pm to 2:00 pm
- 1 Supervisor
- 2 Staff

Saturday, September 2, 2017 – 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, September 2, 2017 – 9:00 pm to 9:00 am
- 1 Supervisor

- 5 Staff

Sunday, September 6, 2017 – 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, Ryan Richards, 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 (Erin Dougherty), 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 monies 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 2017, 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, September 1, 2017 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 31, 2017. 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 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, September 2, 2017 2:00 pm – 8:30 pm
- Sunday, September 3, 2017 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 Erin Dougherty, 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, Erin Dougherty 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 on the State Capitol Building driveway at the intersection of Carroll Street and West Washington.

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