



OCTOBERFEST 2009

The Octoberfest Committee is committed to providing you with as much help as possible to assure your **local NORTHEAST WISCONSIN** charitable organization has a fun, successful, and a profitable day.

A great deal of hard work and planning is put into this event by your organization, and we are here to offer advice, answer questions and work to assure your day is trouble free. Please take advantage of our knowledge.

The Octoberfest Committee is asking for a commitment from you – our food vendors. That commitment is to help us make Octoberfest 2009 the best event in the state!

To assure a consistent, smooth-running operation, we have established some guidelines for booth participants. Our request to you is that you respect these guidelines. It benefits your organization in assuring a safe, fun atmosphere for people who attend Octoberfest. It shows everyone who attends, that this is a class act!

Thank you for your participation. If you've been at Octoberfest before, you know what to expect. If your organization has never been here, you're in for a very special day, and hopefully the weather will cooperate this year. Where else can so many non-profit organizations gather for the benefit of everyone?

PLEASE READ through all of this information carefully. If you have questions, please contact us.

Speakers:

Susan Vanden Heuvel, Octoberfest Executive Director

John Kafura, Electrical

Brian Noel, Fire Department

Sgt. Andy Miles, Police Department

Steve Kihl / Michelle Roberts, Health Department

Eric Maggio, Health Department Weights & Measures

All Food Vendors who participate in either License to Cruise or Octoberfest **MUST** have a representative at one of these meetings.

You must have at least one person in your booth at all times that has attended the vendor meeting. Experience has taught us that problems occur when there are people running the booths are not the same people who attended the meetings and therefore have no idea what the rules are.

Vendors must stay for the **ENTIRE** meeting and must SIGN IN when you arrive and SIGN OUT before you leave. Vendors who do not attend the entire meeting and SIGN IN and SIGN OUT **WILL NOT BE ALLOWED TO SET UP ON THE AVENUE**. There will be no exceptions.

OCTOBERFEST 2009 BOOTH INFORMATION/INSTRUCTIONS

STREET CLOSING

- Vendors may not come on the avenue and begin setting up absolutely no earlier than 6:00 a.m. Octoberfest officially runs from 9 a.m. to 6 p.m.
- Your booth must be set up and all cars off the Avenue by 8:30 a.m.
- Cars will be allowed back on the Avenue until after 6 p.m. Please be sure you have enough supplies at your booth for the day or you will have to carry them in from another location.
- If your booth runs out of food, or you stop selling products before 6 p.m., you may not take down or remove your booth until after Octoberfest is officially over. Booth tear down and removal during the event is dangerous to festivalgoers and places your organization and Octoberfest at legal risk if someone is injured.
- Booths can not extend more than 12 feet into the street. 12 feet is measured from the curb into the first lane of traffic.

FOOD VENDORS

- All vendors are REQUIRED to attend a vendor meeting.
- If your organization plans to sell food at more than three events throughout the year, we suggest calling the Appleton Health Department (920-832-6429) to determine whether a restaurant license is required.
- The Health Department will inspect booths on the day of Octoberfest so please be sure that your booth is in compliance with all regulations.
- Vendors are not permitted to sell any alcoholic beverages or non-alcoholic beer and will not display any alcoholic beverage signage in their booth.

BLOCK CAPTAINS

- Block captains will be assigned to each block along College Avenue. They will be wearing purple T-shirts for 2009.
- Block Captains are there to help Vendors with problems and also to assure the smooth operation of the event.
- Block Captains will introduce themselves to you - they will be equipped with radios and can reach headquarters, first aid, etc., quickly - so if you have any concerns go to them.
- We ask that you respect direction given by the Block Captains during set up and take down - please listen to them and treat them with respect. They are also volunteers just like you are.

SECURITY

- The Appleton Police Department is on the Avenue the day of Octoberfest to make sure the event is safe and orderly for all.
- Don't hesitate to call on a police officer to handle any situation you feel may get out of control.
- Block Captains are in radio contact with the police, so they can summon help quickly.

FIRST AID/HEADQUARTERS/LOST CHILDREN

- Octoberfest Headquarters is inside the main entrance of City Center Plaza (Avenue Mall).
- Issues concerning first aid, lost children, etc. should be directed to Headquarters.
- You can also contact a Block Captain or a police officer and someone will come to you.
- All entertainment stages will make announcements of lost children. If someone is looking for a child, please direct them to the Headquarters.

BLOCK ICE

- If you use block ice to cool your food product, you may NOT leave chunks on the Avenue after teardown. It is preferred that you take it with you and dispose of it.
- If ice is left, it must be broken into small pieces.
- City street cleaning machines can not clean the street properly if large chunks of ice are left behind.

CHARCOAL

- Anyone using charcoal must make arrangements to **dispose of it off the Avenue**.
- Do not place it in the cardboard trash containers or put it in the dumpsters.
- You may not leave it on the Avenue.

ELECTRICAL POWER

- 20 amps (one power source) is adequate to operate one large usage appliance (roaster, coffee maker, skillet, toaster oven) and one small usage appliance (mixer, crock pot).
- To determine the amount of power you will need, check the rating plates on the appliances, and total their usage. It should not exceed 20 amps or 2400 watts.
- 1 amp = 120 watts, etc. Exceeding the 20-amp pole capacity will cause the fuse protecting the outlet to blow and you will be without power and unable to operate until the fuse can be changed.
- **Extension cords must be 12-gauge** 3-wire size and not to exceed 25 feet to properly carry a 20-amp load or check with our electrician. Electricians will come around and check your cords the day of the event. If the cords are not correct you will not be permitted to continue to set up until you have the correct cord(s).
- Power strips with 15 amp breakers are still recommended.
- If a vendor abuses the power sources you will be responsible to pay for damages.
- It is **FORBIDDEN** to use any type of tape on the power poles or on the pavement.
- Questions about whether or not you would exceed your power limits, please call John Kafura (920) 734-8215.

GARBAGE

- Vendors are responsible for removing all of your garbage from College Avenue.
- Do not leave your trash in the middle of the street or at your booth space. Nothing is allowed to be left on the street.
- Put garbage in the dumpsters that are located on the side streets or take it home with you.
- Failure to comply with this rule may jeopardize your being allowed to participate next year.
- Vendors should bring garbage containers to be used **INSIDE YOUR** booths – and please do not remove the ones in the middle of the street for use in your booth.

MISCELLANEOUS

- Raffles, drawings and donation/tip jars of any kind are prohibited in all vendor booths, wristband booths and other areas.
- All booth activity – food sales, distribution of materials – must take place from inside your booth. Nothing can be sold or handed-out outside your booth. No activities are permitted outside of your booth parameters, such as standing on ladders to make announcements or display signage; human acrobatic displays or other activities that will disrupt neighboring booths.
- Oktoberfest is a rain-or-shine event, so please be prepared to cover your booth.
- All entertainment stages are covered, so bands will perform, rain or shine, and our experience has been that people do stay—even if it is raining.
- The drive up window at Chase Bank will be open for you to make change. It is a good idea to have adequate change before the day of the event. Bankcards will be provided Oktoberfest for you to use. Deposits will not be accepted at the drive-up window.

NO ANIMALS ARE ALLOWED ON THE AVENUE

- This is a City ordinance (#10-47 - \$200.50 fine), except those directly related to your booth and kept inside booth areas and Seeing Eye / Service dogs.
- Even though your animal may be trained, some children are afraid and are unsure of themselves around animals.
- Application process will again be online for 2010.

ELECTRICAL POWER

Our purpose is to insure that your Octoberfest operation is trouble free of electrical malfunctions and that your workers, and the general public that are patronizing your booth, are protected from potential electrical hazards.

- The power outlets on College Ave. available for use during Octoberfest are equipped with a 20-amp duplex ground fault protected receptacle. Ground fault protection eliminates shock hazards that may be created by defective equipment you are using.
- 20 amps is the power adequate to operate one large power usage appliance (coffee maker, roaster, skillet, toaster oven) and one small power usage appliance (mixer, crock pot, fan, heat lamp). The application you submitted listed the equipment you would be using and was checked for the sufficient power outlets were required you were notified and given the option to either acquire additional outlets or eliminate some of the equipment you listed. Do not attempt to use more equipment that that listed on your application.
- Determine the amount of power you will need by checking the electrical ratings label on the equipment you will be using, and total their electrical usage. It should not exceed 20 amps or 2400 watts. (1 amp equals 120 watts). If your total exceeds these limits, you will need an additional power source. Over loaded circuits will cause the fuses to blow and you will be unable to keep cooked foods hot or it will allow cold food to thaw until you electricity can be restored.
- Test your appliances and equipment before Octoberfest. Connect them to a GFCI outlet at home to insure their operation. This includes equipment you may be borrowing, renting or leasing. Octoberfest day is NOT the time to find out your equipment is faulty.
- All extension cords supplying electricity to Octoberfest booths must be 12 gauge 3 conductor cords. Their length shall not exceed 25'. Booths not having the required 12 gauge sized –25' cords will have their power disconnected until the proper cords are obtained and installed. This is the size cord necessary to safely carry a 20 amp load. All cords must be complete and in good condition. This is a requirement made necessary by the number of inadequate cords being used that overheated and created dangerous conditions in and around the booths. Longer cords create tripping hazards and also do not conduct electricity as well.
- Check for your booth location and locate your power source. Also don't wait until the last minute to acquire your cord—you may find them hard to get.
- DO NOT use tape to hold cords onto poles. Use twine or rope to secure your cords if necessary. Tape leaves a sticky residue on the poles and becomes a dirt catcher.
- Place cords around your booth in a manner they do not become a hazard to your workers or your customers. Keep excess cord coiled or folded neatly so no one trips on them. The last thing you want to happen is a

worker or customer tripping on a cord and pulling hot coffee or other hot material on them or falling against a sharp corner of the booth.

- Electrical cords that run through doorways must have the door blocked open to prevent cutting or pinching the cord. Damaged cord insulation will create a shock hazard.
- Do not place cords on the sidewalks. Electrical cords running over the sidewalks must be at least 8' over the sidewalk and securely fastened at either end to prevent sagging.
- In case of rain, unplug your cords from the outlets. Place cords up out of the gutter area and cover areas where the cords are plugged together. Plastic bags work well for this.
- Cord safety applies also to those who have permission to use generators. Generator safety rules are covered under fire dept. rules.
- Locate and identify your power source location now. It is listed in your packet. Don't wait until the morning of Oktoberfest.
- In case you do have a power problem, notify your block captain and they will notify an electrician in your area.
- During booth set-up time we will be roaming the avenue to check your hook-ups, inspect for any potential safety hazards, checking for potential overloads, and answer any questions you may have. REMEMBER THE REQUIREMENT FOR THE 12-3 ELECTRICAL CORD. 25' cord length is the maximum!

Any questions about whether or not you might exceed your power limits or have hook-up questions, call John Kafura, 734-8215.

APPLETON FIRE DEPARTMENT

REQUIREMENTS FOR BOOTHS AND STANDS DURING THE 2009 OKTOBERFEST ACTIVITIES

1. A minimum of one **2A10BC** U/L Listed fire extinguisher (**properly serviced within the last 12 months**) must be available in every stand or booth using a heating/electrical device for the purpose of heating or cooking. Anyone using deep fat fryers or other grease in-depth appliances shall also have a minimum of one **40BC dry chemical or K-Rated wet chemical** U/L Listed fire extinguisher (**properly serviced within the last 12 months**). No open flame shall be within 16" of any grease in-depth appliance unless approved by the department. The temperature of the grease needs to be maintained at a safe temperature not to exceed 400 degrees; this must be monitored at all times with use of a thermometer per each cooking container. All equipment used for this purpose must be listed and/or approved for the specific use. Appliance area must be properly secured and monitored by an adult at all times. Personnel manning the stands or booths should have working knowledge of the proper use of fire extinguishers. Caution must be taken when using fire extinguishers on grease fires to prevent the spread of the fire and injury to personnel. All combustibles must be kept a safe distance from cooking devices. Any appliances exceeding 2 square feet surface area needs prior approval from the Appleton Fire Department before use.

2. Electrical cords should be plugged directly into the outlets provided by the City of Appleton on College Avenue. Cords should not run from College Avenue businesses unless absolutely necessary. Precautions shall

be taken to prevent damage to all electrical cords. Precautions shall also be taken to prevent tripping and falling hazards. No electrical cords are to run on the sidewalks or where individuals may walk on them.

3. The use of generators for power should be avoided if at all possible. If you absolutely must use a generator, keep in mind that generators can only be re-fueled while the generator is not running and has had sufficient time to cool. Fuel tanks on generators must be original manufacturer installed tanks, and no modifications can be made to increase fuel tank size. A minimum separation of 20' must be maintained between generators and tents or canopies and shall be isolated from public contact.

4. Storage of flammable/combustible liquids is prohibited within 50' of any tent/booth or other combustibles. Therefore, the use/storage of flammable/combustible liquids during Oktoberfest is restricted to generator fuel tanks only. No gas/fuel cans or other storage of flammable/combustible liquids permitted.

5. A minimum separation of 20' must be maintained between all cooking appliances and an occupied tent; a tent is defined as a structure capable of being enclosed at least 75%. Canopies open on at least three (3) sides a minimum 75% may be used for cooking purposes to cover charcoal or propane cooking appliances. All canopies in excess of 200 sq. ft. shall be constructed of a fire resistive material and should have a label affixed indicating such. All cooking fuels shall be allowed to fully cool before proper disposal and shall not be disposed of in dumpsters provided for trash.

6. All compressed gas cylinders (CO2 tanks for dispensing soda, LP fuel tanks, etc.) must be properly secured to prevent tipping. Consideration needs to be given to the location of all LP tanks. **LP cylinders used to fuel cooking appliances placed under canopies will be considered on an individual basis.**

7. No stand, booth, ride, or display shall extend more than a maximum of 12' from the curb. To maintain proper emergency vehicle access on College Avenue, no obstructions should project beyond this point.

8. For tents or canopies exceeding 200 square feet, or tents/canopies combined to create one area exceeding 200 square feet, a permit must be obtained from the Appleton Fire Department.

9. Any set-up that does not fall within the guidelines stated above must be submitted to the City of Appleton Fire Prevention Division for individual approval prior to setting up for the event.

If you have any questions, comments, or concerns regarding the above requirements, please contact the Appleton Fire Department, Fire Prevention Division, at (920) 832-5810.

POLICE DEPARTMENT

TIME TABLE FOR LICENSE TO CRUISE 2009

The Following guidance for License to Cruise is presented for your information and benefit. As a vendor or exhibitor, you share both the opportunities and responsibilities associated with the celebration. While the City of Appleton and its support entities, including the Police Department, are truly supportive of this event, it goes without saying that certain practices and procedures must be followed to ensure a viable, safe, and enjoyable occasion.

FRIDAY, SEPTEMBER 25, 2009:

- 3:00 PM** No traffic will be allowed to enter onto College Ave.
- 3:30 PM** ALL vehicles parked on College Avenue (including show cars) will begin to be towed at owner's expense.
- 3:45 PM** Volunteer vehicles, Theme cars and food vendors enter.
- 4:20 P.M.** Vendors must have vehicles off the avenue.
- 4:30 PM** Show vehicles are allowed on College Ave.
- 10:00 PM** License to Cruise officially ends. After the crowd disperses, ALL vehicles must be removed from those portions of College Ave. that are remaining closed for the evening. Any vehicles remaining in those areas will be towed at owners' expense. Vehicles in other areas of downtown must be legally parked.

CITY ORDINANCES OF INTEREST

- #10-14** **Drinking or possession (open) alcohol beverages on streets/highways are prohibited.** Fine \$200.50 License to Cruise is strictly a non-alcoholic event. Absolutely no open intoxicants are allowed on city streets, sidewalks, or parking lots. This includes inside show cars and in the show area.
- #10-47:** **Animals at special events prohibited.** Animals are prohibited on public property located within the Downtown District (Richmond St. to Drew St./south side of Lawrence St. to north side of Washington St.) for special events. **Violators will be fined \$200.50.**
- #12-81g:** **Squealing tires are prohibited.** Fine \$200.50 Please drive responsibly to and from License to Cruise.
- #16-6:** **Unauthorized moving of a barricade is prohibited.** Fine \$169.00. Only police are allowed to move barricades.
- #19-1(A):** **Loud radios and other electronic amplification devices are prohibited.** Fine \$175.30. In accordance with state statutes, a vehicles radio is considered loud if it can be heard, under normal conditions, from a distance of 75 feet. Please listen responsibly to and from License to Cruise.

POLICE DEPARTMENT

TIME TABLE FOR OCTOBERFEST 2009

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SATURDAY, SEPTEMBER 26, 2009:

5:45 AM: Towing of cars illegally parked in event areas.

6:00 AM: Towing of above ends. Vendors are allowed to start setting up displays. Vendor vehicles may be parked to facilitate set up on College Avenue or cross streets. The two middle lanes must remain open to allow access and egress of the Avenue by all participants. Any vehicle that blocks or inhibits traffic on or off the Avenue is subject to tow by the police department at owner's expense.

8:30 AM: Set up for the event **MUST** be complete. All vehicles must be legally parked **OFF** the Avenue. No vehicles will be allowed on the Avenue after this time. Any still on are subject to tow as well as any illegally parked that inhibit the event or public safety. All barricades are in place and will not be moved without police/fire/ambulance permission.

Ordinance #16-5, states there is a fine of \$169.00 for unauthorized personnel moving a barricade.

9:00 AM: Octoberfest officially begins. Alcoholic beverages may be served in designated areas and consumed on College Avenue. Beer will be sold only by the Octoberfest liquor license holder in special cups to persons checked for ID purposes who pay a fee/donation to Octoberfest. There will be ID check areas that will sell the bracelets to people. No beer will be sold to anyone without a bracelet & a stamp. Carry-ins are not allowed. People who purchase beer in a downtown bar must consume it there.

The APD Command Post will be located at College Avenue and Appleton Street (next to Chase Bank)

5:00 PM: All ticket sales must be stopped. Ticket areas will be cleared.

5:30 PM: All entertainment and beer sales end.

6:00 PM: Octoberfest officially ends. Vendors may start to tear down their areas. No vehicles are allowed on the Avenue until the crowd is dispersed. Priority of access is to the heavy trucks.

6:15 PM: (Or when crowds are dispersed) Vehicles will be allowed on the Avenue, again, leaving the two middle lanes open for vehicles to come and leave.

6:30 PM: (Or when crowds are dispersed) City Department of Public Works crews start clean up.

9:00 PM: Avenue is cleaned, barricades removed, and turned back to the public.

NOTE: Appleton Street and Morrison Street will close to all traffic from noon until approximately 6:00 p.m.

If the above procedures are followed, the event will start and finish on time with a minimum of inconvenience to everyone concerned. Your booth must be set up and your vehicle off the Avenue **NOT LATER THAN 8:30 AM**. If you can do so SAFELY, you can start to dismantle your booth at 6:00 to 6:30 PM, but **you cannot** drive a vehicle on the Avenue until police personnel open up the barricades.

It is unfortunate, but true, most early traffic problems with Oktoberfest have been with vendors. It seems that there are always a few who think rules and timetables apply to all others except themselves. As one of the Officers in Charge, it is my responsibility to insure that the event is safe. To that end, I or any of our assigned officers will not hesitate to remove and/or arrest if necessary, anyone who cannot or will not follow the lawful orders of the police. Given the sheer magnitude of the area, the involved entities, and participants, I will not normally have the time nor the inclination to debate the fairness of decisions made with vendors, particularly if they have violated the rules or laws and seemed inclined to continue that aberrant behavior.

Hopefully, all will adhere to the events necessary procedures.

Sgt. Andy Miles
OPERATIONS COORDINATOR SPECIALIST
APPLETON POLICE DEPARTMENT

**CITY OF APPLETON
FOOD SAFETY GUIDELINES
FOR
NON-PROFIT FOODSTANDS**

Use this guide as a checklist for plan review and as a pre-opening self-inspection. These guidelines must be at the foodstand during operation.

FOODSTAND CONSTRUCTION:

1. **COOKING/SERVING AREAS:** All cooking and serving areas shall be protected from contamination. Cooking or grilling areas shall be roped off or otherwise segregated from the public.
2. **ROOF AND SIDEWALLS:** A roof and sidewalls may be required to provide protection from splash, dust and inclement weather. Foodstands that engage in extensive food processing shall have a roof and sidewalls. Foodstands that limit their operation to heating and serving prepared foods (such as pre-formed meats etc.) may operate without a roof and sidewalls.
3. **SCREENING:** Screening may be required. Foodstands that engage in extensive food processing activities shall have effective screening which completely encloses the food preparation, food holding, and utensil washing areas. Foodstands that limit their operation to heating and serving prepared foods (such as pre-formed meats etc.) may operate without screening.
4. **FLOORS:** Floors shall be maintained in a sanitary condition. Dirt or gravel floors shall be covered with approved material, which will provide protection from splash and dust. Approved materials include concrete, asphalt, wood, plywood or grass.
5. **LOCATION:** No foodstand may be located within 100 feet of an area where animals are kept or displayed.

WATER SUPPLIES:

6. **APPROVED SOURCE:** All water used for food preparation, utensil cleaning and employee handwashing shall be from a safe, approved source.
7. **WATER SUPPLY:** Foodstands shall have an ample supply of water available in the facility for handwashing and for equipment/utensil cleaning and sanitizing, if conducted.
8. **CONTAINERS:** Water supplies shall be stored in food grade containers which are smooth, easily cleanable, have tight fitting covers and used only for storage of potable water.
9. **WATER HOSES:** All water hoses used to deliver water to storage containers or for use at a foodstand shall be constructed of food grade materials approved by USDA, FDA or NSF. Hose connections must be elevated off the ground surface to prevent from being submerged in contaminated water.
10. **BACKFLOW/BACK SIPHONAGE PROTECTION:** An approved backflow/back siphonage prevention device shall be placed on faucets to protect water supplies.

FOOD:

11. **SOURCE:** All food prepared, sold or served to the general public shall be from an approved source acceptable to the Health Department.
12. **DRY STORAGE:** All food, equipment, utensils and single service items shall be stored above the floor or ground to protect it from contamination.

13. COLD STORAGE: Potentially hazardous foods must be maintained at 41 ° F. or below. Frozen Foods must be kept at a temperature necessary to maintain the product frozen “solid” – varies per product.

14. HOT HOLDING: Hot food holding units shall be used where necessary to keep potentially hazardous foods at 140 ° F. or above.

15. COOKING TEMPERATURES:

MINIMUM COOKING TEMPERATURES WITH REQUIRED DURATIONS					
165°F (74°C) for 15 seconds		Poultry; wild game animals; stuffed fish, meat, pasta, poultry or ratites (emu/ostrich) and stuffing, casseroles, layered pasta dishes containing fish, meat, poultry or ratites.			
165°F (74°C) in all parts of the food		Microwave Cooking: for raw animal foods: covered, rotated or stirred throughout or midway through cooking process and held for 2 minutes covered.			
155°F (68°C) for 15 seconds or 145°F (63°C) for 3 minutes or 150°F (66°C) for 1 minute or 158°F (70°C) for instant		Injected meat; comminuted (ground, chopped, restructured, combined, etc) raw animal foods such as fish, meat, commercially raised game animals, exotic animals or rabbits; and raw shell eggs not prepared for immediate service (pooled or hot hold) Ratites (emu/ostrich).			
145°F (63°F) for 15 seconds		Raw shell eggs prepared for immediate service; commercially raised game animals, exotic animals or rabbits; and other fish & meat not otherwise specified in this table.			
WHOLE ROAST OF BEEF, CORNED BEEF ROAST, PORK ROAST AND CURED PORK ROAST SUCH AS HAM: Note – Period of time at that temperature may include post-cooking heat rise.					
Temperature Degrees C (F)	Time (Minutes)	Temperature Degrees C (F)	Time	Temperature Degrees C (F)	Time
54 (130)	112 min.	62 (144)	5 min.	67.2 (153)	34 sec.
56 (132)	71 min.	63 (145)	4 min.	67.8 (154)	27 sec.
57 (134)	45 min.	63.3 (146)	169 sec.	68.3 (155)	22 sec.
58 (136)	28 min.	63.9 (147)	134 sec.	68.9 (156)	17 sec.
59 (138)	18 min.	64.4 (148)	107 sec.	68.9 (156)	17 sec.
60 (140)	12 min.	65 (149)	85 sec.	69.4 (156)	14 sec.
60.6 (141)	9 min.	65.6 (150)	67 sec.	70.0 (158)	11 sec.
61 (142)	8 min.	66.1 (151)	54 sec.	70.6 (159)	10 sec.
61.7 (143)	6 min.	66.7 (152)	43 sec.	71.1 (160)	10 sec.

UNDERCOOKED MEATS: The permit holder may serve undercooked intact whole muscle, non-injected meats (i.e., steak, prime rib, etc.) if specifically ordered by the consumer.

COOKING PLANT FOODS FOR HOT HOLDING: Fruits & vegetables that will be held hot shall be cooked to the hot holding temperature of 140oF (60oC).

16. **COOLING TEMPERATURES:** Use rapid chill methods! 140oF to 70oF (60oC to 21oC) within 2 hours, and 70oF to 41oF (21oC to 5oC) within next 4 hours. Ambient temperature ingredients: cooled to 41oF (5oC) within 4 hours, i.e., reconstituted foods, canned tuna
17. **THAWING PROCEDURES:** In the refrigerator $\leq 41^{\circ}\text{F}$ (5°C); or as part of an uninterrupted cooking process; or any procedure for thawing a Ready-to-Eat food (RTE) for immediate service; or submerged under running water $\leq 70^{\circ}\text{F}$ (21°C), and no portion of the RTE food rises above 41°F , or for any raw animal foods that will be properly cooked and do not rise above 41°F for more than 4 hours (includes time exposed to running water, preparation & cooling to $\leq 41^{\circ}\text{F}$ (5°C)). Running water shall have sufficient velocity & flow to float off loose particles in an overflow.
18. **REHEATING:** Cold, precooked potentially hazardous foods to be served hot must be rapidly reheated to an internal temperature of 165°F . within one hour. NOTE: Some steam tables and crockpots may not be able to reheat potentially hazardous foods to 165°F . within an hour!
19. **WET STORAGE:** Unpackaged food may not be stored in direct contact with undrained ice. Packaged food may not be stored in direct contact with ice or water if the food is subject to the entry of water because of the nature of its packaging, wrapping or container or its positioning in the ice or water. Wet storage of canned or bottled beverages is acceptable when the water contains at least 50 ppm. of available chlorine and the water is kept clean.
20. **FOOD DISPLAY:** All food shall be protected from consumer contamination by the use of packaging, food shields, display cases or other effective means.
21. **CONDIMENT DISPENSING:** Condiments (i.e. sugar, cream, relish, onions, pickles, mustard, ketchup, etc.) shall be served from individual packages, squeeze bottles or pump dispensers, unless served by the employee.

UTENSILS AND EQUIPMENT:

22. **CONSTRUCTION:** Multi-use equipment and utensils shall be constructed (and repaired) with safe materials, including finishing materials. They shall be corrosion resistant, non-absorbent and be smooth, easily cleanable and durable under normal conditions of use.
23. **COOKING DEVICES:** Barrels and other containers, which have been used for the storage of toxic products, shall not be used as a cooking device.
24. **STORAGE:** All equipment and utensils shall be stored at least 6 inches above the floor/ground and in a manner that protects them from dust, spillage, inclement weather and other sources of contamination.

HANDWASHING:

25. **REQUIRED FACILITIES:** At minimum, a two-gallon container with a non-self closing spigot or valve shall be provided for handwashing purposes. A container for holding wastewater shall also be provided under the spigot or valve. Wastewater shall be properly disposed of in a sanitary sewer (drains at street curbs are not to be used for disposal of wastewater).
26. **SOAP AND TOWELS:** All employee handwashing facilities shall have soap and a supply of single-service paper towels at all times.
27. **FREQUENCY:** Food workers shall thoroughly clean their hands and exposed portions of their arms whenever they become soiled. Specifically, hands shall be washed prior to handling food; after touching bare body parts; using the restroom; after coughing or sneezing or using a handkerchief or disposable tissue; after handling raw meats or unwashed produce; after any other activity that may contaminate the hands.

28. HAND SANITIZERS: Hand sanitizers may only be applied to hands that have been thoroughly washed.
29. NO BARE HAND CONTACT WITH READY-TO-EAT FOODS: Food workers shall utilize tongs, spoons, forks, deli paper, disposable gloves etc. when handling ready-to-eat foods. GLOVE USE: Gloves may not be worn as a replacement for good handwashing practices. Hands must be thoroughly washed prior to wearing gloves and each time the gloves are replaced to prevent contamination.

THERMOMETERS:

30. REFRIGERATORS: Refrigerators must be able to hold potentially hazardous foods at 41 ° F. or below. Refrigerators and freezers shall be equipped with an accurate numerically scaled thermometer.
31. METAL STEM THERMOMETER: A metal stem thermometer shall be provided to check the internal temperatures of both hot and cold food. Thermometers must be accurate to plus or minus 2 ° F. and have a range of 0 ° - 220 ° F.

PERSONNEL:

32. HEALTH: Food workers shall not have any open cuts or sores, or diseases that can be transmitted through food. Specifically, employees with a fever, diarrhea, vomiting, jaundice, sore throat with fever, or with a lesion containing pus such as an infected wound that is open or draining may not be involved in the preparation or serving of food.
33. HYGIENE: Food preparation employees shall wear clean outer garments and hair restraints. They shall maintain a high degree of personal cleanliness and conform to good hygienic practices while engaged in food preparation and service.
34. SMOKING MATERIALS: food employees shall not use tobacco in any form while engaged in food preparation or service, nor while in areas used for food preparation or equipment or utensil washing.

CLEANING AND SANITIZING:

35. WASH, RINSE AND SANITIZE BASINS: When utensils are being washed on site, three dishpans of adequate size are required for washing, rinsing, and sanitizing equipment or utensils. The water level in the dishpans shall be adequate to effectively clean and sanitize the items.
36. CLEANING PROCEDURE: Equipment and utensils shall be washed after use in the following manner; 1) pre-scrape food particles from the equipment or utensil over a waste can, 2) wash in an effective detergent, 3) rinse in clean water, 4) immerse in an approved sanitizer at the required strength (e.g. 100 ppm. bleach solution) for two minutes, and 5) air-dry.
37. WIPING CLOTHS: Cloths that are used for wiping food spills shall be stored in a chemical sanitizer between uses. Single use towels with a spray type sanitizer, or towels that are pre-moistened with sanitizer may also be used if the sanitizer is approved.
38. APPROVED TEST KIT: When utensils are being washed on site, an approved test kit for the type of sanitizer used, must be available and used for checking the concentration of sanitizer.
39. SPARE UTENSILS: When utensils will not be washed on site, an adequate supply of spare, clean utensils shall be provided.

SINGLE SERVICE UTENSILS:

40. STORAGE: All single service utensils shall be stored in the original closed container or effectively protected from dust, insects, inclement weather or other sources of contamination.

41. DISPENSING: Unwrapped single service articles such as knives, forks and spoons, unless dispensed by the employee, shall be presented so that customers touch only the handles to prevent contamination of the food or lip surface. Unwrapped single service straws, toothpicks etc. should only be dispensed by the employee.

ICE HANDLING AND STORAGE:

42. DRINK ICE: All ice intended for human consumption shall not be used for cooling food or containers of food
43. DISPENSING: All ice used for human consumption shall be dispensed by the use of suitable scoops to prevent contamination. Between uses, dispensing scoops shall be stored in the ice with the handle extended or stored clean and dry on a clean surface or by another approved method to prevent contamination.
44. STORAGE: All ice used for human consumption or cooling shall be stored at least six inches above the floor or ground and in a manner that protects it from dust, splash, insects, inclement weather or other sources of contamination. Containers of drink ice shall be covered when ice is not being immediately dispensed.

TOXIC OR POISONOUS PRODUCTS:

45. USE: The use of insecticides and rodenticides in or around a foodstand is prohibited.
46. LABELING: Containers of toxic or poisonous materials shall be prominently and distinctly labeled for easy identification.
47. STORAGE: When not being actively used, toxic or poisonous materials shall be stored in a physically separate place located to prevent contamination of food, equipment, utensils and single service articles.

WASTEWATER STORAGE AND DISPOSAL:

48. WASTEWATER STORAGE: each foodstand shall provide a container of sufficient size for the collection and storage of liquid wastewater. When not in use, containers shall be maintained in a clean, sanitary condition.
49. WASTEWATER DISPOSAL: Wastewater storage containers shall be emptied when necessary into a sanitary sewer. Drains at street curbs are not to be used for disposal of wastewater as these discharge directly to the Fox River.

GARBAGE AND REFUSE:

50. STORAGE: Garbage and refuse shall be kept in durable containers that do not leak and do not absorb liquids. The use of a garbage bag lining a cardboard box is acceptable.
51. REMOVAL: Garbage and refuse shall be routinely removed from the immediate area around a foodstand to prevent the attraction of flying insects and the creation of odor nuisance problems.



NON-PROFIT FOOD SERVICE PERMIT APPLICATION

Effective date **January 1, 2009**

Completed applications must be received by the Appleton Health Department at least seven (7) days prior to the event. Applications received less than seven (7) days prior to the event may be denied.

Please Print

Name of Organization	Address	Telephone
Person in charge who will be at the event	Address	Telephone

Non-profit organizations are permitted to operate a food stand for three (3) days within the license year (July 1st through June 30th), A Temporary Restaurant Permit must be obtained when an organization operates for more than three (3) days. List the event information below.

Date, time, and location of food service operation 1)
2)
3)

Before completing this application, read the Food Safety Guidelines. Have you read this material? Yes No

List all food items that will be served, and indicate how, and where the food will be prepared.

Food Item <i>(Add name, address, and phone number of where the food came from if perishable)</i>	Preparation Procedures														Location of Preparation
	Cook	Fry	Grill	Bake	Re-heat	Cool	Hot Hold	Cold Hold	Mix	Cut	Slice	Assm-ble	Bread	Other	
Example: Hamburgers Mike's Grocery, Appleton WI, 920-555-5555			X				X	X				X			At food stand

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Food Item (Add name, address, and phone number of where the food came from if perishable)	Preparation Procedures														Location of Preparation
	Cook	Fry	Grill	Bake	Re-heat	Cool	Hot Hold	Cold Hold	Mix	Cut	Slice	Assm-ble	Bread	Other	

Fee Schedule: \$28.00 for the first food stand, for a maximum of three days in a license year, July 1 through June 30.
 There is a \$10.00 fee for each additional food stand operated by the non-profit group during the same day.

Send check or money order, payable to the City of Appleton, and the application to:

**City of Appleton Health Department
 100 N Appleton St
 Appleton WI 54911**

I understand that as a non-profit organization, the organization is permitted to operate a food stand for three (3) days within the license year (July 1st through June 30th), and that the organization must obtain a Temporary Restaurant Permit when they have four (4) or more events in a license year. The organization must notify the Health Department when they plan to have additional events that are not noted on the application.

I also understand that the person in charge, who will be at the event, must receive food safety training from the Appleton Health Department.

Applicant's Signature Date

Department Use:	
Food Safety Training: _____	was trained on _____ in person _____ by telephone _____
License Year: _____	Check # _____ Cash _____
Approved by: _____	Date: _____
Permit mailed to applicant: _____	Date: _____