

# 350th Expedition Celebration Prairie du Chien

## June 16,17, & 18, 2023

### **FOOD VENDOR INFORMATION**

#### **Booth Space**

Food vendors will be placed within the limits of our food vendor areas. **350th Expedition Committee** reserves the right to change vendor locations without notice in accordance with changes that are made to the food vendor areas. The space assigned at vendor check-in is the only space allotted to you. Displays must be contained within your space. Space allotted will depend on the size of your booth and limited space with electricity will be available.

**\*\*The below documents must be completed.** If documentation is not received, you will be removed from the event and a replacement will be contacted.

**\*Completed 350th Expedition Celebration Food Vendor Application** attached.

#### **\*City of Prairie du Chien Food Vendor Permit.**

Download from [Expedition350.com](http://Expedition350.com) or [cityofpdc.com](http://cityofpdc.com). Applicant understands and hereby agrees to abide by the rules and regulations as set forth by the City of Prairie du Chien Common Council as described in Section 12, of the City of Prairie du Chien Municipal Code. Issuance of License 72 hours (3 days) after application has been completed. Permit issuance pending City of Prairie du Chien Police Chief, Fire Chief and City Administrator approval of this permit application \$50.00. Per application [Mail or drop off completed application to Prairie du Chien City Hall 214 East Blackhawk Ave, Prairie du chien, WI 53821 608-326-6406](#)

#### **\*Proof of Insurance**

All Food vendors are required to have proof of insurance coverage in the form of a Certificate of Liability Insurance (COI) with **350th Expedition Committee** listed as the certificate holder. Policy must not expire before the event. General liability coverage for each occurrence minimum shall be \$1,000,000 and general aggregate minimum shall be \$2,000,000.

#### **Sales Tax**

Vendors are responsible for collecting, reporting and paying their own local state sales tax on all items sold at the event. Current tax rate for the state of Wisconsin/Crawford County is 5.5%. A copy of your tax permit must be displayed on site during operations. To obtain a Wisconsin sales tax number, visit [www.revenuewi.gov](http://www.revenuewi.gov) or call 609-226-2776.

#### **Equipment**

Food vendors must provide all necessary items to prepare and serve their food. We do not provide any equipment needed for the sale/preparation of your product (ex: tent, tables, chairs, service counters, storage unit, dishes, coolers, cooking utensils, etc.) You must also provide disposable plates, napkins and eating utensils. We will provide picnic tables in the food vending area for customers. All equipment, supplies and overstock must be stowed and hidden within the space provided. No unsightly materials or equipment should be visible to the crowd. Tents **MUST** be anchored to the ground by weights. Tent stakes must be capped or covered. Each food vendor is required to have a fire extinguisher in their booth. All extinguishers must have a tag attached indicating a current annual inspection has been conducted. LP gas cylinders/tanks must be securely fastened in place in an upright position to prevent unauthorized movement. Safety relief valves shall be pointed away from tents, canopies, buildings, etc. Cylinders shall be protected from vehicle traffic in the event of high winds or inclement weather, booth owners are responsible and liable for the damage

#### **Garbage, Grease, Fresh & Gray Water Services**

Vendors are responsible for maintaining a clean booth space. All trash from your operation must be removed and/or placed in proper receptacles. We will provide a dumpster located by the food vending area. Gray water, fresh water, grease removal, available at vendors' sites. Services provided by Hackett's Disposal \$35.00 for each service. Vendor will pay at time of service

**350th Expedition Celebration**  
**FOOD VENDOR APPLICATION**

WI Seller's Permit Number (15 Digits starting with 456) 456-\_\_\_\_\_ - \_\_\_\_\_

If you do not have a WI sellers permit and are tax exempt, circle appropriate exemption code.

- |   |   |
|---|---|
| 1-Exempt sales only or display only             | 3- Nonprofit occasional sales exemption |
| 2- Multi-level marketing company pays sales tax | 4- Exempt occasional sales              |

SSN (Last 4 digits) \_\_\_\_\_ FEIN (Last 4 digits) \_\_\_\_\_

Legal Business Name(if not sole proprietor) \_\_\_\_\_

Doing Business As (DBA) Name(if applicable) \_\_\_\_\_

Vendor/Contact Name(Last) \_\_\_\_\_ Vendor/Contact Name(First) \_\_\_\_\_

Vendor Phone Number \_\_\_\_\_

Mailing Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Email Address \_\_\_\_\_

Multi-Level Marketing Company (if claiming Code 2 exemption above) \_\_\_\_\_

**Booth Fee**

Payment for the Vendor spot will be due to the office ASAP. Email will be the primary mode of communication. If your email address changes, it is your responsibility to notify us.

What Day will you be arriving? Friday \_\_\_\_\_ Saturday \_\_\_\_\_ Sunday \_\_\_\_\_

Fresh, gray water and grease disposal services will be handled at the vendor's site by Hackett's Disposal \$35.00 for each service. Vendors will pay at time of services.

Size of food truck \_\_\_\_\_ Truck \_\_\_ or Trailer \_\_\_\_\_

Number of Food Spaces: \_\_\_\_\_ @ \$250 = \$ \_\_\_\_\_

Electricity (per space): \_\_\_\_\_ @ \$50 = \$ \_\_\_\_\_

**TOTAL \$ \_\_\_\_\_**

**Mail 1) application, 2) proof of insurance, 3) city vendor permit(when approved), and 4) make check payable to:**

Prairie du Chien Main Street  
350th Expedition Celebration  
700 East Blackhawk Suite 28  
Prairie du Chien, WI 53821

[mainstreet.tammiek@gmail.com](mailto:mainstreet.tammiek@gmail.com) 608-412-0187