

## ***Central Wisconsin State Fair***

The Central Wisconsin State Fair starts the Wednesday before Labor Day and continues for the six days through Labor Day. The fair is held in the City of Marshfield, Wood County, a city with a population of approximately 20,000 in Central Wisconsin.

The fair is held at the Marshfield Fairgrounds Park, which is located on the south side of the city. Over 40,000 visitors attend the fair each year. The fairground is the home of the World's Largest Round Barn, which was built in 1916. Every year during the fair, the round barn is utilized for its original intent, to display dairy animals during the shows and sales.

Exciting activities, fabulous grandstand entertainment, Junior Fair and Open Class exhibits, Demolition Derby, Truck & Tractor Pull, Draft Horse Show, carnival rides, great food and exhibitions and many special features attract fair lovers from all over the Midwest.

The Central Wisconsin State Fair is proud to host this great event each year. We extend a warm welcome to you, our vendors and concessionaires, and hope that your time with us will be enjoyable. We strive for excellence in customer satisfaction, and we desire that this be one of your goals as you participate at our fair.

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**From the office of the Central Wisconsin State Fair**  
**Food Concessionaire Standards**

**General:**

These conditions establish minimum standards and criteria under which a concessionaire will be offered a contract to participate at the Central Wisconsin State Fair (CWSF). These standards apply not only to new applicants for concessions, but also to those who may be requesting extension of a contract for continued participation. Any concessionaire failing to satisfy these criteria places their contract to participate at the fair in jeopardy.

The Central Wisconsin State Fair will continually seek to present the best quality, professional, customer service oriented exhibits and concessions offered by as wide a variety of qualified business enterprises. All applicants are given equal consideration based on the applicant's ability to:

1. Meet the criteria specified herein and on the Vendor Contract.
2. Present an attractive, professional display.
3. Offer unique products/services of high quality.
4. Meet financial responsibilities and all contract obligations by specified dates.
5. Conduct business in an ethical and professional manner.
6. Provide proof of liability insurance with a minimum of \$1,000,000.00 in coverage.

Major factors in consideration for a contract shall be demonstrated experience, documented management expertise, references and a record of serving events of comparable size, duration and quality in the concession and exhibit field, as well as quality of proposed presentation.

The CWSF shall exercise their best judgment in determining which new concessionaires will best serve the interest of its patrons. Among the factors to be considered in this process are:

1. Availability of appropriate commercial space.
2. Health and safety of fair patrons.
3. Extent to which the proposed product/service duplicates those of other commercial exhibits and concessions.
4. Appropriate mixture and balance of products and services available throughout the fairgrounds.
5. Originality and quality of the proposed products or services.
6. Experience and financial stability.

7. Quality of presentation and professionalism demonstrated.
8. Other factors, as the CWSF deems appropriate in determining its best interest and those of its patrons.

**Concessionaires:**

1. The first responsibility of all concessionaires is to Fair visitors. Concessionaires are to conduct themselves in a responsible, business-like manner and will be held responsible for the acts, omissions, representations, appearance, cleanliness, conduct and behavior of their employees.
2. Concessions must be professionally constructed and of substantial integrity, as well as clean, aesthetically attractive, well maintained and of a design and appearance which is presentable, acceptable and approved by the CWSF. CWSF Administration must approve all construction and equipment proposed for use on the fairgrounds. Such approval will only be given after complete architectural plans, photos and/or specifications for such equipment are submitted for review and approval.
3. Concessionaires shall comply with requirements of the Americans with Disabilities Act, meet all applicable building, fire, safety, sanitation, electrical and plumbing codes and the operators of same must obtain all appropriate licenses for operation.
4. Food Vendor Contracts are issued for the sale of specified food products. The sale of any food or beverage, which is not specified in the contract, shall be disallowed.
5. Concessions should be themed with the design and signage of the display being unique and relate to the products presented.
6. Concessions shall have professional signage, which clearly indicates the company, concession name, product(s) being served and prices of product(s) sold.
7. Concession staff shall be clean, neatly attired, and tidy in personal appearance, hygiene and dress at all times, with uniform apparel where appropriate.
8. Concessions must be adequately staffed and in operation during prescribed hours every day of the Fair.
9. Display showcases shall be in good repair and adequately lighted to highlight the product(s) sold. Tables and counters in concessions must be neat, clean, draped and finished on all sides exposed to the public view.
10. Product demonstrations are acceptable and sound equipment may be used with proper approval of CWSF Administration. Attention with respect to time, place, manner and volume must be adhered to.
11. Adequate insurance coverage shall be required for all concessionaires. A Certificate of Liability Insurance with a minimum of \$1,000,000 liability coverage is required with the concession owner listed as the primary insured and **Central Wisconsin State Fair, City of Marshfield, and the Wood County Board** listed as additionally insured. This Certificate must be received by CWSF office August 18, 2017. The option of

purchasing liability insurance through CWSF is available to you, and will be mandatory if your certificate is not received by August 18, 2017.

12. Compliance with CWSF waste management and recycling programs, policies and procedures is a requirement placed on all concessionaires.

### **Location and Rental Fees:**

The CWSF reserves the right to determine locations for all booths and stands contracted for the Fair. Concessionaires will be assessed fifteen percent (15%) of the daily net sales, minus the amount of the deposit unless the amount of the deposit is greater than the percentage. Concessionaires will be assessed for all days and hours of operations (including set-up day, Tuesday, August 29th if you are open for business).

Our goal is to create a large variety of products for customer appeal, while generating high profits for our concessionaires. We expect honesty when reporting daily sales, as it is part of our criteria for inviting you back in subsequent years. CWSF expects all food stand operators to report their sales on a daily basis. CWSF will fill out and record all the necessary information for all food vendors to pay their fifteen percent (15%) at the end of the Fair. All food vendors shall pay their percentage before they leave the fairgrounds on Labor Day or Tuesday, September 5, 2017. If any food vendor leaves without paying, the Fair will immediately revoke all privileges to return and has every right to take legal action if the CWSF Board deems necessary. CWSF believes that honest partnerships are important for the continued success of the CWSF. The CWSF reserves the right to determine the percentage (%) for future years, but will notify all vendors within a timely manner if the percentage (%) will change.

1. Food and beverage concessions must sell only quality, wholesome food and beverages at reasonable prices.
2. Food and beverage concessions shall meet all health and sanitation standards of the Wisconsin Department of Health. All food service equipment and utensils must meet National Sanitation Foundation (N.S.F.) standards.
3. Food and beverage product(s) will be displayed and represented "up front", visible to the public. Products shall be served in appropriate containers and/or wrappings with proper utensils, napkins, etc. readily available to aid in their consumption.
4. Food and beverage concessions shall be self-contained, with all equipment such as freezers, refrigeration, product storage, and beverage canisters located within the concession area.
5. Uniqueness of product(s) and contribution to total food and beverage variety will be a factor, particularly when establishing consideration for a Food Vendor Contract.
6. Multiple food products shall be limited.

All concessionaires shall abide by the rules, regulations, policies and procedures set forth.

CWSF shall have the absolute right and discretionary power to interpret, alter, add, cancel, or vary any of these standards in individual cases, except where such changes would conflict with local, state or federal statutes.

**Liability Information:**

Central Wisconsin State Fair and all of their respective officers, directors, and employees (collectively, "CWSF") shall not be held responsible for any loss, damage, theft, or injury or deaths by disease or from any other cause of any character, to any property while any such property is on the fairgrounds. CWSF hereby assumes no responsibility for any accident, injury or mishap, which may befall you, your property or members of the fair-going public.

Concessionaires shall take their own adequate steps to avoid theft or damage to their property. Any loss or damage should be reported to the Marshfield Police Department and the CWSF administration office.

Concessionaires shall waive any claims against CWSF for liability arising out of any damage done to their concession, exhibit, products or property from any cause. The risk of loss occasioned by all of the operations, installations, acts, errors and omissions of the contracted or the employees and agents of the contracted on the fairgrounds shall be that of the contracted, not CWSF. Contractors shall not seek contribution, damages or indemnification from CWSF for any such loss.

Concessionaires shall assume all liability for injury to persons, including death, and for damage to property arising from movement, set-up, tear-down and operation of their concession on the fairgrounds. Concessionaires shall release CWSF from any liability, including, but not limited to, liability for contractor's employees and to its workers' compensation insurance carrier for injuries sustained by contractor's employees in the course and scope of their employment occurring on the fairgrounds.

Concessionaires shall indemnify and hold harmless CWSF, with counsel acceptable to CWSF, from any and all damages, claims, costs, liabilities, obligations, fines, penalties, and expenses, including but not limited to attorney's fees, accountant's fees and court costs arising out of the actions, errors, omission, movement, set-up, tear-down and operation of the contractor's exhibit, concession, support equipment, and/or provision of service(s) on the fairgrounds.

If concessionaires or others interested in any of their property to be located on the fairgrounds desire protection against any loss, damage, or injury from fire or from any other cause, they must make their arrangements and pay for such insurance. If a concessionaire cannot provide a Certificate of Liability Insurance, CWSF can provide insurance coverage through their company for an additional fee.

**Electricity:**

All vendors must supply the correct size extension cord(s) and plug(s) for all stands at the Fair. Please note on your application the size circuit you need.

1. If you come to the Fair and need a different size circuit than initially requested, CWSF has the right of refusal for your connection.
2. All cords used to connect power from the fairgrounds distribution equipment to a concessionaire's equipment must be "listed" for heavy duty or extra heavy duty and must be in good condition.
3. All cords must have a ground wire installed as part of the cord assembly. Two wire cords are not allowed anywhere on the fairgrounds.
4. If any of your cords, cables, or wires are placed on the ground where people can step or walk on them, you will be required to protect them for their entire length with approved mats or wood. All material used will be supplied by the vendor.

In order to provide our electrical staff adequate time to prepare, a request form is required to be filled out and returned to us indicating your electricity requirements.

Any additional service requested not previously ordered will result in a charge of \$50.00 per service and \$40.00 per hour for labor on these additional orders.

**Contract:**

An agreement whereby the CWSF grants to an entity the privilege to exhibit, disseminate information, sell, make deliveries or accept deposits for future deliveries of goods, services or information on or from an assigned fairgrounds commercial space during a designated period of time. Contracts will be offered in accordance with the commercial space available. Contracts may not be sold, transferred, assigned or devised by will. Contracts are valid for a designated period of time as agreed in writing.

The fact that an operator has entered into a contract for a designated period does not create a right nor should it create an expectation that the contract will be extended for any subsequent year. CWSF reserves the right at its sole discretion to not grant a contract for a subsequent year.

The CWSF shall annually review all contract agreements in consideration of offering a contract for another term to operators from the previous term. The review will be based on new or changing public needs, physical changes to facilities and performance of the operator as measured by established standards.

CWSF reserves the right to not grant a new contract at any time.

Grounds, space alterations or other operational changes as determined exclusively by the CWSF may make it necessary to alter or eliminate certain previously available commercial space from one year to the next. In such an instance, the CWSF may either offer an alternative location or elect to not grant a contract.

The Central Wisconsin State Fair is proud to endorse a "CLEAN FAIR POLICY" and therefore, will not tolerate the sale of any merchandise with vulgar or indecent pictures or words, or any merchandise that the Fair management deems inappropriate. The Fair will also not allow the sale of any merchandise that could be harmful to Fair patrons.

Cancellations prior to June 1 will have a \$50.00 service charge assessed. Cancellations made after June 1 will result in a forfeiture of all money paid. All cancellations must be submitted in writing.

The space to be occupied under the terms of this contract must be occupied by the concessionaire no later than 11:00 AM. Closing time for concessionaires is 11:00 PM or later depending on traffic volume. Release time on Monday is 5:00 PM. Concessionaires must remain in place until the closing of the Fair. **The concessionaire also agrees not to dismantle his booth, deplete the exhibit in any way, or do any packing before release time on Labor Day.**

All concessionaires that prepay for next year's Fair will be subject to price changes depending upon sanitation fee increases, etc.

Concessionaires must remove their property from the grounds within 48 hours after the close of the Fair and all accumulations as a result of this occupancy shall be properly disposed. Failure to comply with this section will result in non-issuance of a contract for the following year. Electric service will be disconnected after 48 hours. CWSF is not responsible for any items left by concessionaires in the buildings or on the grounds.

Outside Space: The concessionaire agrees to clean up all debris within his space along the frontage and/or within ten feet of his stand as located by 10:00 AM each day. Daily inspections will be made during the Fair. If the concessionaire's space is deemed unsatisfactory, he may be denied space the following year. **No dumping of "gray" water, soapy water, grease, or milk products on the grass or grounds is allowed.**

Outside & Inside Space: No signs or tables are permitted to extend beyond the contracted space. No signage or sandwich boards are permitted outside the contracted space. Sales people and demonstrators are prohibited from operating in the aisles in such a way as to be a nuisance or interference to the public or to other vendors.

### **Contract Renewal Procedures:**

The CWSF will send notices to concessionaires who held contracts during the immediately preceding term and subsequently are given an opportunity to obtain a new contract. An acknowledgement and acceptance of the location assigned, deposits and other terms must be returned as per CWSF vendor deadlines. Any requests for change in location, purpose or products must be noted on the Vendor Service Request Form.

### **Wisconsin Department of Revenue Form:**

Operators of temporary events are required to file a report with the Wisconsin Department of Revenue for events attended in Wisconsin. This form is included with this booklet. Please fill it out and return with your contract.

### **Gate and Parking Passes:**

Concessionaire packets will contain gate passes. Limited additional gate passes may be purchased through the fair office at a reduced rate, with justification. **These tickets are not to be resold or given to the general public.**

Parking passes are only valid in the designated areas stated on the pass. Any vehicle parked in a no parking zone or in a different lot than stated by the pass will be ticketed and towed at the owner's expense. Concessionaire packets will contain one parking pass per vendor space. Limited additional parking passes may be purchased through the fair office.

Only the following vehicles will be allowed on the midway after 10:00 AM: Emergency vehicles, ambulance, electrician, fire trucks, maintenance, police, and telephone.

### **Supply Vehicles:**

Supply vehicles must be parked in the area specifically designated for them. Permits are required for all supply vehicles parked on the grounds. Electrical hook-up will be supplied if needed at an additional cost. Since space is limited, you must indicate on the vendor service request form to receive a permit.

### **Campgrounds:**

Camping sites are assigned on a first-come-first-serve basis. In order to reserve a campsite, you **MUST** complete the camping request form.

**You will be limited to only one hook-up per site. No Exceptions!** The CWSF is not responsible for any damages to personal property while on Fair campgrounds.



We hope that the information provided in this booklet will be of assistance to you during your stay.

**Thank you for being a part of the Central Wisconsin State Fair!**

Sincerely,

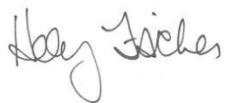
Larry A. Gilbertson  
Board President



Adam G. Fischer  
Executive Director



Mary E. Gilbertson  
Office Manager



Holly Fischer  
Administrative Assistant

## Wisconsin Department of Health Regulations

### **Food Licensing Regulations:**

A temporary restaurant is a food establishment that operates at a fixed location for a period of no more than 14 days in conjunction with a single event or celebration such as a fair.

The Wisconsin Department of Health and Family Services (DHFS), the Department of Agriculture, Trade and Consumer Protection (DATCP), or a Local Health Department, acting as an Agent to the State, hereby referred to as regulatory authority, may limit or modify the nature of the food service or the food being served to protect the health and safety of the general public. Temporary food stand operators may be limited in terms or type of food served, methods of preparations and storage, the number of persons served or the type of utensils. Questions regarding licensing can be addressed to the Wood County Health Department at 1-715-421-8911 or 1-715-387-8646, P.O. Box 8080, Wisconsin Rapids, WI 54495.

Chapter 254 of the Wisconsin State Statutes requires that person(s) operating a food service establishment have a valid permit issued by the Department and /or Agent health department. No permit is transferable from one location to another. This means that a separate permit is now required for each location. A valid permit shall be noticeably posted in every food service concession.

Complete the *Wood County Temporary Food Service Permit* included with this booklet and return it to Wood County or you may complete the application on site on Wednesday of the Fair with personnel from the county.

**License Fee:** The Wood County Health Department Temporary Restaurant license fee will be approximately \$100.00. Those vendors with a Department of Agriculture, Trade and Consumer Protection (DATCP) issued Traveling Mobile License will only be charged a \$35.00 inspection fee.

### **Temporary Restaurant Guidelines:**

#### **Food Stand Construction:**

Cooking/Serving Areas: All cooking and serving areas shall be protected from contamination. Cooking/grill areas shall be effectively segregated from the public, by roping or taping off the area, or otherwise restricting the access.

Roofs and Sidewalls: No food stand may operate without a roof and sidewalls unless otherwise approved by regulatory authority. The roof and sidewalls serve to provide protection from splash, dust, and inclement weather. Examples of approved materials include wood, canvas, plastic, etc.

Screening: All food preparation and utensil washing areas must be fully enclosed with fine mesh fly screening, unless approval to operate without screening has been granted by regulatory authority. Effective air curtains are also allowed.

Floors: Floors shall be maintained in sanitary condition. Dirt floors shall be covered with approved material to provide protection from contamination. Approved materials include concrete, asphalt, wood racks or duct boards, plywood, etc. The use of saw dust or similar dust producing material is prohibited.

Location: No food stand may be located within 100 feet of an area where animals are housed. It is important to remember to keep animals and food separated. Animal waste should not run off or drain towards food areas. The slope and accessibility from the potential contamination source is as important as the separation distance.

**Food:**

Source: All foods must be from an approved source. Documentation as to where food is purchased shall be available upon request. Food must be prepared at the temporary food stand or at an approved facility. **Food prepared at home is not allowed.**

Potentially Hazardous Food: An animal food that is raw or heat treated; a food of plant origin that is heat treated or consist of raw seed sprouts, cut melons, or garlic-in-oil mixtures capable of supporting growth of infections or toxigenic micro-organisms. Examples included are hamburgers, hotdogs, chicken, custard, cooked rice, cut melons, etc.

Cooking: All parts of potentially hazardous food must reach the required internal temperature found in the Wisconsin Food Code (WFC). For example, poultry and stuffed meats must reach 165 degrees F, ground meats like hamburgers and brats, 155 degrees F; and other potentially hazardous foods, 145 degrees F.

Game Animals: Wild game animals may not be served to the general public. Examples are venison, emu, ostrich, etc.

Dry Storage: All food, equipment, utensils, and single service items shall be stored in a clean, dry location above the floor/ground on pallets or shelving, and protected from contamination.

Cold Storage: Mechanical refrigeration units shall be provided to keep **potentially hazardous food at 41 degrees F or below**. Regulatory authority must approve ice storage of potentially hazardous foods in an effectively insulated container. Store all potentially hazardous raw foods below ready-to-eat foods. If using an ice chest, store raw product in a separate cooler from ready-to-eat foods.

Hot Holding: **Potentially hazardous foods shall be kept at 140 degrees F or above.** Only approved hot holding equipment shall be used.

Reheating: Previously cooked and refrigerated potentially hazardous food must be rapidly heated to a temperature of 165 degrees F within two hours before serving. Steam tables and crock-pots may not be used to reheat potentially hazardous foods.

Date Marking: Ready-to-eat potentially hazardous foods stored for more than 24 hours must be labeled with the date of preparation and used or discarded within 7 days. Discard undated ready-to-eat, potentially hazardous refrigerated food when held for more than 24 hours after opening or preparing.

Consumer Advisory: When any animal product is served raw, undercooked or otherwise not prepared to eliminate pathogens in a ready-to-eat form, the operator shall inform the consumer. A notice can be posted at a visible location on the food stand or with the menu.

Wet Storage: Unpacked food may not be stored in direct contact with ice. Packaged food may be stored in ice or water if the food is enclosed to prevent permeation of the ice or water. Wet storage of canned or bottled non-hazardous beverages is acceptable when the water is clean and contains at least 50 ppm of available chlorine.

Thawing: Foods must be thawed in refrigeration units, completely submerged under running water, or in the microwave as part of the cooking process.

Food Display: All foods and condiments shall be protected from contamination by the use of packaging, food shields, display cases, or other effective means.

Condiment Dispensing: Condiments shall be served from individual packages or approved, easily cleanable dispensers, unless served by employees.

Preparation of Fruits & Vegetables: Carefully and thoroughly wash surfaces of raw fruits and vegetables.

**Person in Charge:**

Demonstration of Knowledge: The person in charge shall demonstrate to the inspector, upon request, knowledge of food borne disease prevention as it relates to their specific food processes and general food code requirements.

**Water Supplies:**

Approved Source: Water shall be from an approved potable source. Hot and cold (tempered) water for utensil washing and hand washing must be provided.

Water Under Pressure: Food stands preparing potentially hazardous foods shall have water under pressure, unless approved by regulatory authority. Food stand shall have an ample supply of water.

Food Source Limitation: When water under pressure is not available, regulatory authority may limit foods served to those which require little preparation (i.e. hotdogs, bratwurst, frozen hamburger patties, prepackaged sandwiches).

Hot Water: An adequate supply of hot water shall be available.

Containers: Food stands without water under pressure shall store the water in food grade containers, which are easily cleanable and have tight-fitting covers. These containers are to be used for water storage only.

Water Hoses: All water hoses shall be constructed of food grade material, and elevated off the ground to prevent contamination.

Back Flow/Back Siphonage Protection: An approved back flow/back siphonage prevention device shall protect water supplies connected to hoses.

**Utensils and Equipment:**

Utensil Use: Use separate utensils for raw foods and ready-to-eat foods. Use separate cutting boards for meat, poultry, raw fruits and vegetables, or wash, rinse and sanitize between uses.

Construction: All equipment and utensils, including plastic ware, shall be sturdy and durable. Equipment and utensils shall be easily cleanable.

Cooking Devices: Barrels and other containers that have been used for the storage of toxic products shall not be used as a cooking device.

**Hand Washing:**

Soap & Towels: All employee hand washing facilities shall have hand soap and a supply of single service paper towels at all times.

Frequency: Hands and exposed portions of arms must be washed before starting work, before engaging in food preparation, after eating, using tobacco or any other activity that may dirty hands, after handling raw meat, and after coughing, sneezing or using a tissue.

Required Facilities: When water under pressure is not available, hand washing facilities shall consist of a covered insulated container of at least a five gallon capacity with a valve that allows a continuous flow of water over the hands. There must be a large enough container to catch the hand washing waste water so as not to create a hazard. Waste water shall be properly disposed of in a municipal sewer system or approved septic system.

Hand Sanitizers: Hand sanitizers may only be applied to hands that have been thoroughly washed. Hand sanitizers are not an acceptable substitution for thorough hand washing.

No Bare Hand Contact With Ready-To-Eat Foods: Food employees may not contact ready-to-eat food with their bare hands. Food employees shall use utensils, deli tissue, spatulas, tongs, single-use gloves, etc when handling ready-to-eat food.

**Thermometers:**

Refrigerators: Each cold storage unit for potentially hazardous food shall have a thermometer to accurately measure the air temperature of the unit. Refrigerators must be able to hold potentially hazardous food.

Medal Stem Thermometer: A metal stem thermometer shall be provided where necessary to check the internal temperature of both hot and cold food. Thermometers must be accurate and have a range of 0 to 220 degrees F.

**Personnel:**

Health: Employees with symptoms of fever, diarrhea, jaundice, sore throat with fever, a lesion containing pus, or employees diagnosed with E Coli, Hepatitis, Shigella, Salmonella or any other illness transmissible through food must be restricted from the preparation or serving of food.

Eating, Drinking and Tobacco Use: Areas designated for employees to eat, drink, and use tobacco shall be located so that food, equipment, utensils, etc. are protected from contamination.

**Cleaning and Sanitizing:**

Sinks Required: When multi-use utensils are being used, hot and cold water under pressure and a three-compartment sink are required. Sink compartments must be sized to accommodate 50% of the largest utensil to be cleaned and sanitized in the sink. When utensils are limited to tongs, spatulas, and cutting boards, three dishpans of adequate size may be used for washing, rinsing, and sanitizing.

Cleaning Procedure: Utensils and equipment must be washed after each use in the following manner: 1) pre-scrape into a garbage receptacle, 2) wash in an effective detergent, 3) rinse in clean water, 4) immerse in an approved sanitizer at required strength, and 5) an approved air-dry method.

Wiping Cloths: Cloths that are used for wiping spills shall be used for no other purpose. Wet cloths must be stored in a chemical sanitizer at concentrations specified by the manufacturer. Dry cloths must be free of food debris and soil.

Approved Test Kit: An approved test kit for the type of sanitizer used must be available and used for checking the concentration of sanitizer solutions.

**Single-Service Utensils:**

Storage: All single-service utensils shall be stored in the original closed container in a clean, dry location protected from dust, rain, insects, and other contamination and be stored off the floor/ground.

Dispensing: Single-service items, unless dispensed by an employee, shall be displayed and dispensed in a manner that prevents contamination.

**Ice Handling & Storage:**

Drink Ice: All ice intended for human consumption shall not be used for any other purpose and shall be from an approved source.

Dispensing: Ice for human consumption shall be stored in a self-draining approved container. Containers of drink ice shall be covered when ice is not immediately dispensed. Melted water shall be disposed in a location that does not create a nuisance or hazard.

**Toxic or Poisonous Products:**

Use: Poisonous or toxic material may not be used in a way that contaminates food, equipment, or utensils, or in a way that constitutes a hazard to employees or other persons.

Labeling: Containers of poisonous/toxic materials shall be prominently and distinctly labeled for easy identification.

**Waste Water Disposal:**

Connections to Approved System: Connection shall be made to an approved sewage system where available.

Wastewater Storage & Disposal: When an approved system is not available, each food booth shall provide a container of sufficient size for collection of liquid wastewater. Wastewater storage containers shall be emptied when necessary into a sanitary sewer or at a location that will not create a fly, odor, and hazard or nuisance problem.

**Garbage and Refuse:**

Storage: Garbage and recyclables shall be kept in durable or disposable insect-proof containers. Containers used in food protection areas and utensil washing areas shall be kept covered.

Removal: Garbage and refuse shall be routinely removed from the immediate area around the food booth to prevent the attraction of flies and the creation of odor and nuisance problems. Individual garbage dumpsters are provided to each food vendor. If food vendors require more than one to keep their space litter free, please request additional receptacles. **It is the responsibility of each food vendor to put their garbage dumpster in front of their stands at the end of business each day in order that the contracted disposal company can empty them.**

**Fire Extinguishers:**

Portable fire extinguishers shall be installed as specified in the table below.

<b>Basic Minimum Extinguisher Rating</b>	<b>Maximum Travel Distance to Extinguisher (feet)</b>	<b>Area to be Protected per Extinguisher (square feet)</b>
2A	75	6,000
3A	75	9,000
4A or larger	75	11,250

Location: Extinguishers shall be conspicuously located where they will be readily accessible and immediately available in the event of a fire. Extinguishers shall not be obstructed or obscured from view.

Maintenance: Portable fire extinguishers shall be maintained as specified in SPS 414.0001 NFPA 1-13.6.9. Include a current tag showing annual maintenance.

Concessionaire/Vendor Units: Units containing hotplates and other cooking equipment, including mobile kitchens and catering vehicles, shall be provided with at least one approved portable fire extinguisher rated in accordance with NFPA 10, Standard for Fire Extinguishers, at no less than 2A 10BC. *A Class "K" rated portable extinguisher shall be required in addition for units using cooking equipment involving vegetable or animal oils and fats producing smoke or grease-laden vapors.*

Units with cooling equipment for mobile kitchen: Units with cooking equipment for mobile kitchen shall comply with SPS 314.50. All kitchens greater than 365 square feet in size, used 12 or more

days in a calendar year for the purpose of cooking, must have a fire suppression system installed, inspected, and maintained with a current inspection tag. The owner or operator of the kitchen must provide a record demonstrating compliance and make records available to an inspector upon request.

Securing Cylinders: Compressed or liquefied gas cylinders in use or in storage shall be secured to prevent them from falling or being knocked over whether they are full or empty. NFPA1-63.3.1.8.4.

The use of Internal Combustion Power Sources (Generators): *Fuel tanks shall be of adequate capacity to permit uninterrupted operation during normal operating hours.* NFPA1 10.15.10.1  
If having a tank large enough for the day is impractical, *Refueling shall be conducted only when not in use.* NFPA1.10.15.10.2

Protection: *Internal combustion power sources shall be isolated from contact with the public by either physical guards, fencing, or an enclosure.* NFPA1 10.15.10.3

Fire Extinguishers: *A minimum of one portable fire extinguisher with the rating of not less than 2A, 10-B:C shall be provided.* NFPA 1 10.15.10.4

Exits: Exit doors and aisles from all buildings must remain free and clear of obstructions. NFPA 1-14.4

Wind Breaks: Materials used for wind breaks in areas where people gather shall be of flame retardant material to comply to the same standard as the requirement for tent material. NFPA 1-25.6.1.4.1

Fire Department Inspection: All vendors and merchants are subject to inspection by the Marshfield Fire and Rescue Department and must be clear of all violations prior to operating their business. Any questions can be addressed to 715-486-2094.

### **Pepsi:**

All vendors selling soft drinks at the Central Wisconsin State Fair, Marshfield, WI, **MUST** comply with the following regulations:

1. Pepsi is the only authorized supplier of carbonated and non-carbonated soft drinks, bag-in-the-box syrup products, bottled and canned products including juices, bottled water, isotonic beverages and soft drinks.
2. Only the carbonated and non-carbonated soft drinks, bag-in-the-box syrup products, bottles and canned products including juices, bottle water, isotonic beverages and soft drinks distributed by Pepsi may be sold.
3. A limited number of single door coolers are available on a first come, first serve basis. Contact Pepsi at 1-800-933-3606 to reserve. We will not guarantee equipment not reserved. PLEASE RESERVE THREE WEEKS PRIOR TO THE FAIR.
4. We deliver product each morning until 11:00 AM. After 11:00 AM product can be picked up at our trucks between 1:00 PM and 3:00 PM.
5. Set up days are Tuesday until 2:00 PM and Wednesday until 1:00 PM.



6. Pepsi will pick up all equipment and product the night the fair ends. Please do not leave without settling your account or getting your equipment picked up. Pepsi has no personnel working the day after the fair and it will be your responsibility to return product and equipment to the office in Wisconsin Rapids.
7. All accounts will be COD unless credit is established 30 days prior to the fair.
8. Pepsi maintains an inventory of bag-in-the-box syrup, CO2 tanks, cups and cold 20-ounce products on the grounds. 12 ounce can products have to be ordered one day in advance.

**City of Marshfield Permit:**

The City of Marshfield requires that vendors attending the Central Wisconsin State Fair complete an application for selling food or refreshments, or having games or rides. This form is included with the booklet. **If you are a vendor selling food, refreshments, or rides, please fill it out and return with payment to the City of Marshfield.**