



Restaurant Name _____

Address _____

Main Contact Person _____

Cell Phone _____

Email Address _____

2024 Festival Dates and Times

May 6 Food Vendor Request Forms Due by 5 p.m.

May 10 Food Vendors Chosen / Vendors Notified

May 20 Vendor paperwork due:

- Food Vendor Contract*
 - Liability Waiver *
 - Registration Fee of \$175 (Non-refundable)
 - Certificate of Insurance
 - Business Logo
 - Tentative festival menu, with pricing
- *Paperwork provided by Watertown Riverfest*

June 1 Brochures to Print

July 1 Vendor paperwork due:

- Food/Mobile Truck Vending License
 - Required Tax Forms*
 - Electrical / Gas Hookup Requirements*
 - Festival menu with pricing
 - Photos of menu items for social media advertising
- *Paperwork provided by Watertown Riverfest*

August 1 Onsite vendor packet provided:

- Temporary Food Stand Pamphlet (Watertown Health)
- Food Ticket Summary
- Parking Passes and Parking Diagram



Lyn Hulgán, Food Chair

(414) 708-2355 | food@watertownriverfest.com

Festival Schedule

Wednesday, August 7	8 a.m. to 5 p.m.	Food booth setup
Thursday, August 8	8 a.m. to 1 p.m. 1-3 p.m.	Food booth setup Health Department Inspection (All booths and trucks)
Friday, August 9	4 p.m. to 11 p.m. Noon to 11 p.m.	Festival Hours Festival Hours (food required 4pm-11pm)
Saturday, August 10	11 a.m. to 11 p.m.	Festival Hours
Sunday, August 11	11 a.m. to 6 p.m.	Festival Hours (Tear-down starts at end.)
Monday, August 12	By 3 p.m.	All food booths must be removed.

**There are events scheduled on Saturday and Sunday mornings (including the craft fair and car show) that begin before 11 a.m. Vendors are encouraged to open earlier, but are not required.*

Vendor Fees and Requirements

Each vendor is required to have the following:

- Food Vending License purchased from the Watertown Health Department
- Certificate of Insurance, naming *Watertown Riverfest, Inc* as the certificate holder

The following amenities are available. Checks made out to *Watertown Riverfest, Inc.*

- ✓ Required Booth Reservation Fee (non-refundable) \$175.
- Electrical/Gas Hookup (complete "Electrical Req. Request) \$175.
- 10x10 Tent (add \$60 per panel for sides) \$290.
- 10x15 Tent (add \$60 per panel for sides) \$320.

Total Fees Included with Registration:

Booth Details

Amenities provided by Watertown Riverfest:

- Watertown Riverfest will highlight each of our food vendors in social media posts and on our Watertown Riverfest website. Vendors are strongly encouraged to share your logo and photos of actual food items that will be available for sale at the festival.
- One vendor parking pass will be provided at the time of the festival and is intended to be used for the purpose of restocking food and supplies.
- A dish washing station is available in the upper pavilion. You will need your own cleaning supplies.
- A deep fryer oil dumping station is available. You will need to provide the means of getting the oil from your booth to the dumping station.



Lyn Hulgán, Food Chair

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All vendors are responsible for providing the following:

- All food, ice and equipment are provided by the food vender.
- A handwashing and cleaning station will need to be set up in each vendor booth. Please have PH test strips to check washing water strength.
- Fire department requires mats on concrete for spillage of grease. Mats must be provided by food vendor.
- No food can be placed directly on the concrete. Plastic bread trays, pallets etc. must be used for this purpose and provided by the food vendor food
- Menu and prices must be submitted by July 1 for advertising purposes. Menus will be approved by Watertown Riverfest to avoid redundancy in food items. Please assure your menu prices include sales tax.

Other details you should know:

- On Thursday between 1-3 p.m., health inspectors will be visiting each vendor booth to check freezers and refrigeration temperature. Please be sure to have thermometers in your equipment at this time.
- Unless otherwise authorized through menu review, sale of beverages (water, soda or alcohol) is not permitted.
- All sales must use Riverfest tickets or Riverfest credit machines. "Side sales" using cash or other credit machines will result in immediate removal.
- Menus must be affixed to the food truck or displayed on a rigid sign. (If needed, menu signage can be designed and purchased through David's Glass in Watertown.)
- Food Ticket Details
 - All food is purchased with tickets, sold in various ticket tents located throughout the festival grounds.
 - Tickets are sold in increments of \$1.
 - Watertown Riverfest receives 15% of your total sales.
 - Tickets will be counted daily. Vendors will be informed of the drop-off location for counting by the Watertown Riverfest Finance Committee.
 - Final ticket reports are available within seven business days of the festival. You will receive a ticket report and a check (minus 15%) within ten business days of the festival.

I have reviewed and agree to the information listed above.

Name

Date



Lyn Hulgán, Food Chair

(414) 708-2355 | food@watertownriverfest.com

Watertown Riverfest Inc.

Food Vendor Liability Waiver Form

All authorized vendors participating in the Watertown Riverfest Inc. agree that they are independent operators and shall be individually liable for any loss, personal injury, deaths and/or any other damages that may occur as a result of the vendors's negligence or that of its employees, agents, volunteers and associates. All vendors agree to indemnify and hold harmless Watertown Riverfest Inc. and its volunteers. Vendors also agree to hold harmless the Watertown Riverfest Inc. from any loss, costs, damages and other expenses, including attorney's fees, incurred by reason of vendor's negligence or intentional misconduct or that of its employees, agents and associates.

Organization Name:

Name:

Signature:

Date:



Lyn Hulgán, Food Chair

(414) 708-2355 | food@watertownriverfest.com



Watertown Riverfest Inc
PO Box 431
attn: Food – Electrical
Watertown, WI 53098

VENDOR ELECTRICAL AND GAS REQUIREMENTS REQUEST

Vendor Name _____

Contact _____

Phone _____

Email _____

Please list all electrical equipment that will be used during the event, and provide the voltage and wattage used by each piece of equipment.

Electrical Equipment	Voltage (120/240)	Watts
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Gas Equipment

Other Electrical Requirements or Notes

Return this form **BY JULY 1, 2024** to food@watertownriverfest.com with a subject line of “Electric/Gas for (Vendor Name)” or the address listed above “attn: Food – Electrical”. For questions, please email or call (414) 708-2355.

Part A: Event Operator Information

Doing Business As (DBA) Name (if applicable)		Wisconsin Tax Number (15 digits starting with 640, 456, or 600)	
Legal Business Name (if not sole proprietor)		Full FEIN (Business)	
Event Operator Name (Last)	Event Operator Name (First)		Full SSN (Individual or Sole proprietor)
Mailing Address		Email Address	
City	State	Zip	Contact Phone Number

Part B: Temporary Event Information

Event Start Date M M D D Y Y Y Y	Event End Date M M D D Y Y Y Y	Number of Vendors	
Temporary Event Name		Minimum Vendor Booth Fee	
Street Address		Customer Admission Fee	
City	State WI	Zip	County

I declare that the information on this form is true and correct to the best of my knowledge and belief, and that I'm authorized to sign this form.

Signature	Date
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Common Questions

What is a temporary event?

A temporary event is an occasion, activity, or function at which merchandise is sold or traded or taxable services are provided. An event can be on one or consecutive days. It may reoccur on a weekly, monthly, quarterly, or annual basis.

How are recurring events reported?

Multiple events in a calendar month may be reported as one event. In this case, the event start is the first and the event end is the last day of the month.

Who is a temporary event operator?

The organizer or planner of an event is the event operator.

What must a temporary event operator report?

Temporary event operators must complete and submit Form S-240 with information about each event vendor to the Department of Revenue (DOR) within **10 business days** after the close of the event.

Note: Operators may be assessed a \$200 penalty for the first offense and \$500 for subsequent missing, late, or incomplete reports.

What are temporary event vendor requirements?

Temporary event vendors must have a Wisconsin seller's permit unless their sales are exempt from sales and use tax.

Where can I find more information on temporary events?

- [Publication 228, Temporary Events](#)
- [revenue.wi.gov](#) and search 'Temporary Events'

More information about completing this report is on our website [revenue.wi.gov](#) and search 'Event Operator'

Completing Form S-240

The event operator is **required** to complete all sections of Form S-240, to include all vendor information.

Part A is the event operator information.

Part B is the temporary event information.

Part C is used to report all vendors attending the event. Do not submit a vendor list without Page 1 (Parts A & B) of Form S-240. If the event operator is making taxable sales, they should complete a vendor report for themselves.

An operator may be assessed a penalty for an incomplete report for failure to obtain information about each vendor.

Submit the report by any of the following:

- Online through our Secure File Transfer web page at: [revenue.wi.gov](#) and search 'wteptran'
- Mail: Wisconsin Department of Revenue
Temporary Events Project MS 3-80
PO Box 8902
Madison, WI 53708-8902

Important: Do not email reports or other confidential information.

Questions

- Email: DORTempEvents@wisconsin.gov
- Call: (608) 264-4582.

Applicable Laws and Rules

This document provides statements or interpretations of the following laws and regulations in effect as of June 1, 2022: sec. 77.52(19) and 73.03(38), Wis. Stats., and sec. Tax 11.53 and 11.535, Wis. Adm. Code.



Operator's Wisconsin Tax Number	Event End Date
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Part C: Vendor Information

If the vendor does not have a Wisconsin seller permit number and claims their sales are tax exempt, enter the exemption code number provided by the vendor.

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

Wisconsin Seller's Permit Number (15 digits starting with 456) 456- -		SSN (last 4 digits)	FEIN (last 4 digits)	Exemption Code
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		Email Address		
City	State	Zip	Multi-Level Marketing Company (if claiming Code 2 above)	

Wisconsin Seller's Permit Number (15 digits starting with 456) 456- -		SSN (last 4 digits)	FEIN (last 4 digits)	Exemption Code
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Vendor/Contact Name (Last)	Vendor/Contact Name (First)		Vendor Phone Number	
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Vendor/Contact Name (Last)	Vendor/Contact Name (First)		Vendor Phone Number	
Mailing Address		Email Address		
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Vendor/Contact Name (Last)	Vendor/Contact Name (First)		Vendor Phone Number	
Mailing Address		Email Address		
City	State	Zip	Multi-Level Marketing Company (if claiming Code 2 above)	

Reproduce this page as needed to report all vendors.
 Page 1 must be included with your submission.



FOOD STAND CHECKLIST

- Hand washing station(s) with soap, towel and catch bucket set-up before preparing or working with food.
- Hot and cold holding equipment
- No ill workers or volunteers
- Raw animal foods stored separately
- Gloves, tongs, deli tissue on-site for staff
- Metal stem thermometer
- Overhead canopy or tent
- Foods protected with container covers or sneeze guards
- Grill or fryer area roped off and outside canopy
- Sanitizer buckets/spray bottles (bleach, quaternary ammonia)
- Dishwashing set-up or spare utensils on-site if dropped or dirty
- Screened enclosure for on-site food preparation(chopping/cutting)
- Food and other items stored off of ground
- Place to dispose of waste water (NOT in storm sewer or on ground)
- Food Permit posted in public view

CONTACT US

Environmental Public Health Consortium
Watertown Department of Public Health
Jefferson County Health Department
515 S First Street
Watertown, WI 53094
(920) 262-8090

Please Remember

All food and beverages must be prepared on-site or at a food establishment that is currently inspected.

- Do NOT reuse single service articles such as aluminum pie pans or cups
- Eating, Drinking, and smoking are prohibited in temporary food stands.



- The Stand shall not be located within 100 ft. of a barn or enclosure housing animals or other source of odors or insects
- Workers who have any type of infection on exposed areas of the body, or who have a communicable illness shall not be allowed to work in the food stand.

TEMPORARY FOOD STANDS



Temporary Food Establishment:

A food service establishment that operates for a period of not more than fourteen (14) consecutive days in conjunction with a temporary event or celebration, such as a fair, carnival, circus, occasional sales promotion, farmer's market, etc.

Depending upon the number of days of food service and the types of food being served, churches, religious, fraternal, service clubs, civic organizations, youth or patriotic organizations may be exempt from licensing a temporary food establishment. Contact the Environmental Public Health Consortium to determine if you need a license.

Temporary operations often require that the food service is set up outdoors or in locations where keeping foods safe and sanitary is challenging. By following these guidelines, temporary food service operations will minimize the possibility that a foodborne illness will occur.

KEY POINTS

1. Approved Source

All food must be from an approved source. Home-prepared foods are NOT allowed. Water must be from a potable source.

2. Temperatures

Minimum Cooking Temperatures

Food	Temp
Poultry and Stuffed Meats	165°F
Ground Meats (i.e. Hamburger)	155°F
Pork	145°F
Seafood	145°F
Other Potentially Hazardous Foods	145°F
Commercially Precooked Foods (precooked brats, hot dogs)	145°F

Remember!

- Keep cold foods at or below **41°F**
- Keep hot foods at or above **135°F**
- Reheat food to at least **165°F within 2 hours**
- Cool foods rapidly from **135°F to 41°F within 6 hours**.

3. Hand Washing Station



Provide

- 5+ Gallon Food Grade Container
- Hand Soap
- Free Flow Spigot
- Paper Towels
- Catch Bucket
- Trash Bin

Push Button spigots are not allowed



Failure to provide proper hand washing stations may result in stand closure



Hand Sanitizer may **NOT** be used in place of hand washing

4. Gloves, Tongs, Deli Tissue

- A food worker's bare hands shall not touch ready-to-eat-foods (this includes ice)
- Always wash hands **BEFORE** putting on new gloves
- Discard gloves after handling raw foods, sneezing/coughing in hands, changing tasks/work areas, touching face or when gloves are contaminated

5. Food Thermometer

Use a stem thermometer with accuracy of +/-2°F and a range of 0°F-220°F.

Meat thermometers are not allowed!



6. Dishwashing

If washing utensils onsite, use three dish tubs, set up in this order:



Have test strips to test check sanitizer concentration.

FOOD TICKET SUMMARY

Watertown Riverfest Inc.

VENDOR NAME:

Circle Day:

Thursday

Friday

Saturday

Sunday

Number of
Tickets in Strip

Number of
Strips

Total Value of
Strips

10					
9					
8					
7					
6					
5					
4					
3					
2					
1					
TOTAL					

1 ticket = \$1 (2023)

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