



City Clerk's Office, 9229 W Loomis Rd, Franklin, WI 53132
(414) 425-7500

Homegrown Vendor Registration

St Martins Fair 2023

September 3 & 4, 2023

St. Martin's Fair Animal & Homegrown Vendors:

Enclosed is the Vendor Registration form for St. Martin's Fair 2023.

If you intend to sell at the St. Martins Labor Day Fair, you will need to return your fully completed application, as well as a Wisconsin Temporary Event Vendor Information form. A cream color form will be sent back to you complete with the City Clerk's signature which will be valid for September 3 & 4, 2023. The signed VENDOR REGISTRATION form that is returned to you must be posted at your space during St. Martin's Fair. A reminder that all animals must be at least fifty (50) feet from food.

The City does not provide spaces for your booth at the Fair, nor does it keep a list of available spaces. You are responsible for contacting landowners in the Fair area.

If you have any questions, please call this office at (414) 425-7500.

Checklist of Materials to Return:

- City of Franklin Vendor Registration form
- Wisconsin Temporary Event Vendor Information form (S-240)
- General Permit Requirements for All St. Martin's Fair Transient Merchants
- Copy of non-expired State Identification or Driver's License

CITY OF FRANKLIN VENDOR REGISTRATION

NAME	
DATE OF BIRTH	
DRIVER'S LICENSE NO.	
ADDRESS	
CITY/STATE/ZIP CODE	
PHONE NO.	
TYPE OF PRODUCT(S) TO BE SOLD ★	

★ If you sell any of the following: pigeons, non-native birds, game birds, swine, goats, or sheep, you must complete items 1-3 listed below. If you sell poultry (chicken, ducks, geese, turkeys), you must complete items 1-4 items listed below

1.) WI DATCP Premises Registration Code: _____

2.) **Livestock premises type:** (check ONE that best applies to your premise)

Farm or production unit (includes hobby farm)
 Livestock exhibition
 Clinic
 Tagging site
 Laboratory
 Rendering or carcass collection point
 Slaughter establishment
 Market or livestock collection point
 Quarantine facility
 Non-producer participant

3) **Types of livestock on premises: check ALL that apply.**

Game Birds (includes pheasants quail wild turkeys migratory wildfowl pigeons and exotic birds raised for hunting which are raised in captivity)
 Goats
 Poultry (chicken ducks geese or turkeys) - **Complete #4 below**
 Sheep
 Swine

4.) **If you sell poultry, you must provide the testing method used to designate as U.S. Pullorum-Typhoid Clean: Write Number: _____**

NPIP
 NPIP Affiliate Flock
 Wisconsin Tested Flock
 Wisconsin Associate Flock
 Individually Tested

RETURN FORM TO OFFICE OF THE CITY CLERK
 FRANKLIN CITY HALL
 9229 WEST LOOMIS ROAD
 FRANKLIN, WI 53132-9728
 Phone 414-425-7500

THIS VENDOR REGISTRATION EXPIRES

_____ _____ 9/4/2023
 KAREN L. KASTENSON, City Clerk Date

**GENERAL PERMIT REQUIREMENTS
FOR ALL ST. MARTIN'S FAIR TRANSIENT MERCHANTS:**

1. Permit will be issued to applicant, upon payment of required fees and upon signature of applicant to follow rules governing operation at St. Martin's Fair.
2. All operations that serve and/or sell food and non-beverage items, except for unprocessed food, are required to obtain and display this permit. **Unprocessed food** includes farm products that are grown/produced by the farmer/seller on the farmer/seller's property (e.g. honey if unprocessed must be appropriately labeled and does not require a permit).
3. All property owners selling space to vendors are responsible to notify vendors of permit requirements and regulations of St. Martin's Fair.
4. All food and beer stands shall provide plastic liners for the trash barrels which they use, and they shall change the liners as the barrels are filled.
5. No stakes shall be placed in any public asphalt or concrete walkway or street.
6. ~~Nonintoxicating beverages can only be sold if the vendor has indicated on the Transient Merchant application and has paid the additional fee.~~
7. Animals must be restrained or fenced, and kept reasonably away from public reach.

FOOD OPERATION

1. All food vendors must be properly licensed according to ATCP 75.
2. All mobile food vendors must comply with Chapter 9 of the Wisconsin Food Code.
3. All transient food vendors must comply with Chapter 10 of the Wisconsin Food Code.
4. All food vendors must fill out the "**Transient & Mobile Food Vendor Information Sheet for St. Martin's Fair**" and return it to the Franklin Health Department, along with applicable inspection fees and a copy of current licenses.
5. Selling and serving of home-baked, home-canned, or home-processed food is prohibited, except those specifically exempted by the State of Wisconsin Department of Agriculture. **Please contact the City of Franklin Health Department with questions regarding exemptions at 414-425-9101.**
6. All Time/Temperature Control for Safety (TCS) foods must be mechanically refrigerated.
7. All food vendors must be located at least 50 feet away from port-a-johns and animals.
8. Operations not meeting Wisconsin Food Code requirements are subject to closure by the Sanitarian upon inspection during the Fair.

FIRE PREVENTION & SAFETY

1. All food peddlers who are cooking food must have a currently certified ABC (2A10BC) and K fire extinguishers readily available on site.
2. All open flame cooking must be done outside of either a tent or a canopy structure.
3. A tent or a canopy used in cooking shall be flame retardant and NFPA 701 verifiable.
4. Food peddlers must provide a minimum of 10 feet between tents or canopies used in cooking.
5. No cooking shall be done within 10 feet of a combustible wall or surface.
6. No cooking is permitted under a tent where patrons assemble or are seated.
7. Flammable liquids or gasses may not be stored within 10 feet of any ignition source.
8. Generators or any internal combustion power source must be separated by a minimum of 5 feet from any tent or temporary membrane structure.

TESTIMONY OF READING:

I hereby state that I have read the above rules and agree to abide by them:

Signature of Applicant

Date