Franklin
W I S C O N S I N

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

St Martins Fair 2024
September 1 & 2, 2024

St. Martin's Fair Animal & Homegrown Vendors:

Enclosed is the Vendor Registration form for St. Martin's Fair 2024.

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 (S-240). A cream color form will be sent back to you complete with the City Clerk's signature which will be valid for September 1 & 2, 2024. 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. Please note that there is an additional $10.00 fee for Background Check.

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

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. 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

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

9/2/2024

_____   _____
Shirley J. Roberts, City Clerk   Date

Operator s Wisconsin Tax Number	Event End Date	
600-0000146583-04	0 9 0 2 2 0 2 4	Page _____ of _____

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)	

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