



11333 N. Cedarburg Road
Mequon, WI 53092
Phone: 262-236-2941
Fax: 262-242-9655

www.ci.mequon.wi.us

FESTIVALS COMMITTEE
Thursday, July 8, 2021
6:30 PM
South Conference Room

Agenda

- 1) Call to Order, Roll Call
- 2) Approval of Meeting Minutes
Action requested: review and approve
 - a. June Minutes
- 3) Approval of Festival Contracts
 - a. Gypsy Geoff
 - b. Johnson School Bus
 - c. LO/ST Band
 - d. Stray Voltage Band
- 4) 9/11 Recognition
- 5) Logistics Update
 - a. Logistics Update
- 6) Vendor Update Since Last Meeting
 1. Vendor List
- 7) Sponsor Update Since Last Meeting
 1. Sponsor List
- 8) Children's Area Updates- Mascots
- 9) Marketing/Communications
 - a. Signs- Yard and Banners
 - b. Website/Social Media

- c. News Graphic
- d. Event Photographer
- e. Community Calendars

10) Volunteer Management

- a. Recruitment
- b. Job Descriptions
 - 1. Volunteer Descriptions
- c. Shifts
 - 1. Volunteer Schedule

11) Future Agenda Items

12) Next Meeting Date and Time

13) Adjourn

Dated: July 8, 2021
Chair

/s/ Vanessa Nerbun,

.....

Notice is hereby given that a quorum of other governmental bodies may be present at this meeting to present, discuss and/or gather information about a subject over which they have decision making responsibility, although they will not take formal action thereto at this meeting. Persons with disabilities requiring accommodations for attendance at this meeting should contact the Deputy City Clerk at 262-236-2914, twenty-four (24) hours in advance of the meeting. Any questions regarding this agenda may be directed to the Administration Office at (262) 236-2941 Monday through Friday, 8:00 a.m. – 4:30 p.m.



See Agenda Packet for
Login and Complete Packet Details
Mequon, WI 53092
Phone: 262-236-2941
Fax: 262-242-9655

www.ci.mequon.wi.us

FESTIVALS COMMITTEE
Thursday, June 10, 2021
6:30 PM
Virtual Meeting

Minutes

1) Call to Order, Roll Call

Present:

Chair Vanessa Nerbun
Vice Chair Kirsten Hildebrand
Committee Member Janet Fussell
Committee Member Jenne Hohn
Committee Member Tracy Johnson
Committee Member Lisa Liljegren
Committee Member Moshe Luchins
Committee Member Christine McLean
Committee Member Miranda White
Committee Member Dynami Al-Anjeri -- **Absent**

Also Present: Executive Assistant Enea

2) Approval of Meeting Minutes

a. May 13, 2021 Minutes

RESULT: **Approved by Voice Acclamation [Unanimous]**

MOVED BY: Board Member Johnson

SECONDED BY: Committee Member Fussell

AYES:	Nerbun, Hildebrand, Fussell, Hohn, Johnson, Liljegren, Luchins, McLean, White
ABSENT:	Al-Anjeri

3) Committee Chair Update

4) Discussion Items

a. Vendors

The vendor deadline has been extended to 7/16 and the liquor license until 7/19. Atlas BBQ is still considering because of staffing. Rise & Shine is booked. Harvey's said no. WI Cheese Curd and Foxtown are interested. Happy Go Lucky thought they had already submitted their application, but they have not. Following up with Fiddleheads and another popcorn vendor.

1. Vendor List June 10, 2021

b. Event Logistics

Reservations have been made to secure electrical, dumpster, Port-A-Johns, light towers, message boards, and shuttle service.

1. Area Rental

2. DBA Event Services

c. Sponsorships

Lisa has secured Concordia as a sponsor to help underwrite the cost of performers. Vanessa and Carrie will work this coming week on sending out sponsor solicitation letters to previous sponsors. Carrie emailed the sponsor packet to all the committee members to see the sponsor level options.

d. Marketing & Communications

Miranda has been doing Facebook posts and will work on getting the website up-to-date. The city can update the message board across from City Hall.

e. Entertainment

All the bands have been booked thanks to Lisa. Gypsy Geoff will be performing 2 shows, contract has been signed. KC Inflatables will send a quote this coming week. The art area is very popular, we can borrow easels from Bridget King. We will work on contacting the high school and Rotary Club for volunteers once we see how many volunteers we used in past years. Kristin Gies from the Nature Preserve may have an exhibit we can use.

5) Work Plan

If you have a Facebook account, post on your account to get the word out. We are on target with number of vendors, extending the deadline is what we needed to do. Let's plan to do a strategic planning event once event is over. If you have ideas on how we can recognize the 20th anniversary of 9/11, please let Vanessa know.

6) Next Meeting Date and Time: July 8, 2021 at 6:30 PM

7) Adjourn

Motion to adjourn the meeting at 7:18 PM.

RESULT: Approved by Voice Acclamation [Unanimous]

MOVED BY: Committee member Fussell
SECONDED BY: Committee member Liljegren
AYES: Nerbun, Fussell, Hohn, Johnson, Liljegren, Luchins, McLean, Hildebrand,
and White

Respectfully Submitted,

Carrie Enea

Performance Agreement

This serves as an agreement between: Teamiljiegren@gmail.com and Taste of Mequon

(henceforth referred to as "client") and Book Your Next Event (henceforth referred to as "BYNE") on the date of: 06/06/2021

Performance: Client is Hiring BYNE in the capacity of:
One Family friendly circus show performed by Geoff Marsh AKA Gypsy Geoff

on the date(s): Sept 11 2021

To perform at: 11333 N Cedarburg Rd/Mequon, WI 53092

Payment and Compensation: BYNE agrees to a fee of \$500 in total, to be provided immediately after completion of performance(s), unless otherwise agreed to in writing by BYNE and client. A deposit of \$250 of the total will be paid in advance to reserve date and time. Payment should be made to:

Venmo: @gypsygeoff (415-624-4784) Paypal jugglinggeoff@gmail.com

Check or moneyorder: Geoffrey Marsh: 199 Running Cedar Rd Ne Floyd Va 24091,
the remainder of payment will be paid before or after completion of services .

BYNE right to terminate: BYNE is entitled to terminate the contract if the deposit is not received two weeks prior to the performance. If both parties agree that the deposit is not necessary to reserve the date of the event then no deposit is necessary to reserve the date and this signed contract will act as the binding agreement and BYNE still has the right to terminate the contract.

Cancellation: client reserves the right to cancel this agreement without obligation upon notice to BYNE no less than thirty-six days (36) in advance of performance date. In the event of BYNE cancellation the deposit payment (if any) shall be returned promptly. If client cancels the performance less than thirty-six (36) days before performance, the deposit is not refunded. If client cancels performance within Five weeks of the performance the client will pay BYNE 100% of the guaranteed fee for the performance. The parties agree that such payments are reasonable in light of anticipated or actual loss of wages to BYNE caused by the cancellation.

Force Majeure: Neither BYNE nor client shall be liable for failure to appear or perform its obligations under this agreement in the event such failure is caused by or due to acts of regulations of public authorities, Labor difficulties, civil tumult, inclement weather, strike, epidemic, Pandemic, Interruption or delay of transportation service, or any other legitimate cause beyond the control of BYNE and the Client.

Sickness and Accidents: BYNE's agreement to perform is subject to proven detention by sickness or accident, in the event of such non-performance, the deposit payment advanced to BYNE shall be returned promptly

Attachment: Gypsy Geoff (6384 : Gypsy Geoff)

Promotion and Production: Client shall be responsible for all matters pertaining to the promotion and production of scheduled engagement, including but not limited to venue rentals, security, and advertising.

Not To Compete: Purchaser agrees not to compete with BYNE in the practice of re-hiring contracted entertainment for a period of 3 years after completion of the event. Within this time frame Purchaser must contact BYNE about any interest in re-hiring of any contracted acts booked through BYNE.

Hospitality: Client shall provide a safe, clean dressing room, access to drinking water, special arrangements shall include:

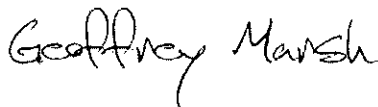
Independent Contractors: BYNE acknowledges that it is an Independent Contractor and not an employee of client and shall be responsible for all taxes. Client shall control the times and division of the performance, and BYNE shall control the manner, means, and details of such performance.

Insurance: Client shall obtain and maintain, at its own expense, adequate personal injury and property damage liability insurance coverage and such coverage shall extend to all activities related to BYNE's engagement and performance, including time of set up and take down. Except for claims arising from BYNE willful or intentional acts, Client shall indemnify BYNE for any third party claims, Any representative of Client executing this contract as Client or an agent thereof shall not be held personally liable for the payment of any cost or fees related to this contract.

Assignment, entirety, of agreement, Governing, Jurisdiction, And Mediation: this agreement cannot be assigned or transferred without written consent of BYNE. This agreement constitutes the entire agreement between the parties. No modification shall be enforceable except in writing and signed by the parties hereto

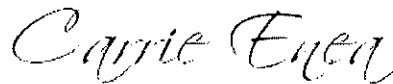
Severability: if any provision of this agreement or the application thereof is held invalid, the invalidity shall not effect other provisions or applications of this agreement which can be given effect without the invalid provisions or applications, and to this end the provisions of this agreement are declared to be servable

Agreed upon by:



06/06/2021

Geoffrey Marsh
199 Running Cedar Rd Ne
Floyd, VA 24091
(415) 624- 4784
Bookyournextevent@gmailcom
Book Your Next Event LLC



Signature of Client Representative/Date

Print Name: Carrie Enea

Phone #: 262-236-2941

Address: 11333 N. Cedarburg Rd.

City/State/Zip: Cedarburg, WI 53092

E-Mail: cenea@ci.mequon.wi.us

Additional Client Notes:

Attachment: Gypsy Geoff (6384 : Gypsy Geoff)



**"Safety
is NO
Accident"**

Johnson School Bus Service

11111 W. Washington Ave.
Rt 17 Box 180

Port Washington, WI 53073
Office (262) 514-5140
Fax (262) 514-5141

11111 W. Washington Ave.

Port Washington, WI 53073
Office (262) 514-5140
Fax (262) 514-5141

11111 W. Washington Ave.

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11111 W. Washington Ave.

Port Washington, WI 53073
Office (262) 514-5140
Fax (262) 514-5141

June 21, 2021

Good Day,

Johnson School Bus agrees to provide shuttle service on September 11, 2021 from Homestead High School parking lots to Mequon City Hall continuously from 12:00 noon to 9:00 pm for a total cost of \$175.00

Thanks for considering Johnson Bus for your transportations Needs!

Mike Gross, MGR
Johnson School Bus Service
Port Washington, WI
262-284-5330

Attachment: Johnson School Bus (6385 : Johnson School Bus)

AGREEMENT

This Agreement is made between The Taste of Mequon - City of Mequon ("Customer") and the musical group, LO/ST Band, ~~HC~~ ("Band").

1. The following person is the authorized contact person for Customer. This is the person with whom the Band will communicate regarding the event.

Name: Carrie Enea
Executive Assistant
Address: Mequon City Hall
11333 NCedarburg Rd
Mequon, WI 53092
Phone: (262) 236-2941
Email: cenea@ci.mequon.wi.us

The following person is the authorized contact person for the Band. This is the person with whom the Customer will communicate regarding the event.

Name: Stephanie Glyzowski
Address: 1039 N Cass St Apt 12 Milwaukee, WI 53202
Mobile: 262-490-5749
Email: lost.music.mke@gmail.com

2. Customer agrees to retain the Band to perform musical entertainment ("Services") on Saturday, September 11, 2021 from the approximate hours of 12 PM to 2 PM at The Taste of Mequon in Mequon, WI ("the Event").
3. The cost for the Band's Services for the above Event is reduced from the normal \$1,500.00 to \$600.00 ("Service Fee") to support the event's budget.
4. In order to reserve the Band for the Event, Customer has signed this contract agrees to pay the \$600.00 Service Fee to the Band in cash or by check made out to Stephanie Glyzowski at the conclusion of the event.
5. Customer (through the Event) will be providing a safe performance area and a Sound Company. The Sound Company will be providing a PA system adequate to amplify the band in the performance area and stage lighting. The Band will be provided with a performance area for the exclusive use of the band while performing that is a minimum of 16' wide by 12' deep.
6. Customer will allow the Band access to the performance area with adequate time to setup and sound check on the day of the event.

7. The Customer shall provide the band with access to complimentary, chilled bottled water at the event.
8. The Band will arrange all musical equipment and will be responsible for set up and take down of all equipment.
9. Cancellation – if the Event is canceled through no fault of the Band at anytime prior to 168 hours (one week) before the Event, Customer's obligation to the Band is \$0.00.

If the Event is cancelled through no fault of the Band at anytime from 168 hours until 24 hours before the Event, Customer is obligated to pay the Band one half of the Service Fee (the Service Fee divided in half).

If the Event is cancelled through no fault of the Band at anytime from 24 hours before the Event until prior to the conclusion of the Event, Customer is obligated pay the Band the full Service Fee.

Examples of occurrences that are not the fault of the Band include but are not limited to: inclement weather, faulty electricity, failure of Customer to obtain or to be granted any permits or approvals by local authorities, noise complaints, an unsafe performance area, and unruly Event participants.

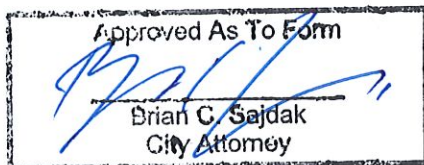
If the Band fails to perform for the Event due to circumstances solely within the control of the Band and through no fault of the Customer, the Band's liability to the Customer is limited to the forfeit of the Service Fee.

x Camie Ena
Customer Service Representative

Date: 6/8/2021

x Stephan J. Skyzanski
Band

Date: 06/08/21



AGREEMENT

This Agreement is made between The Taste of Mequon – City of Mequon (“Customer”) and the musical group, Stray Voltage Band, LLC (“Band”).

1. The following person is the authorized contact person for Customer. This is the person with whom the Band will communicate regarding the event.

Name: Lina Prosser
Executive Assistant
Address: Mequon City Hall
11333 N Cedarburg Rd
Mequon, WI 53092
Phone: (262) 242-3100
Email: Lprosser@ci.mequon.wi.us

The following person is the authorized contact person for the Band. This is the person with whom the Customer will communicate regarding the event.

Name: John Warezak
Address: W262N2464 Deer Haven Dr.
Pewaukee, WI 53072
Mobile: (262) 853-4251
Email: jwar1951@gmail.com

2. Customer agrees to retain the Band to perform musical entertainment (“Services”) on Saturday, September 11, 2021 from the approximate hours of 6:00PM to 9:00PM at The Taste of Mequon in Mequon, WI (“the Event”).
3. The cost for the Band’s Services for the above Event is reduced from the normal \$1,500.00 to \$675.00 (“Service Fee”) to support the event’s budget.
4. In order to reserve the Band for the Event, Customer has signed this contract agrees to pay the \$675.00 Service Fee to the Band in cash or by check made out to Stray Voltage Band, LLC at the conclusion of the event.
5. Customer (through the Event) will be providing a safe performance area and a Sound Company. The Sound Company will be providing a PA system adequate to amplify the band in the performance area and stage lighting. The Band will be provided with a performance area for the exclusive use of the band while performing that is a minimum of 16’ wide by 12’ deep.
6. Customer will allow the Band access to the performance area with adequate time to setup and sound check on the day of the event.

7. The Customer shall provide the band with access to complimentary, chilled bottled water at the event.
8. The Band will arrange all musical equipment, and will be responsible for set up and take down of all equipment.
9. Cancellation – if the Event is canceled through no fault of the Band at anytime prior to 168 hours (one week) before the Event, Customer's obligation to the Band is \$0.00.

If the Event is cancelled through no fault of the Band at anytime from 168 hours until 24 hours before the Event, Customer is obligated to pay the Band one half of the Service Fee (the Service Fee divided in half).

If the Event is cancelled through no fault of the Band at anytime from 24 hours before the Event until prior to the conclusion of the Event, Customer is obligated pay the Band the full Service Fee.

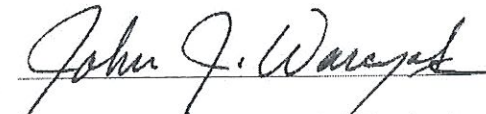
Examples of occurrences that are not the fault of the Band include but are not limited to: inclement weather, faulty electricity, failure of Customer to obtain or to be granted any permits or approvals by local authorities, noise complaints, an unsafe performance area, and unruly Event participants.

If the Band fails to perform for the Event due to circumstances solely within the control of the Band and through no fault of the Customer, the Band's liability to the Customer is limited to the forfeit of the Service Fee.



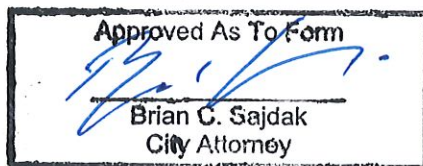
Customer Representative

Date: July 10, 2020



Stray Voltage Band, LLC (Member)

Date: 6-30-2020



**Festivals Committee
2021 Event Task List
Taste of Mequon**

Event Task	Assigned To	Due (Meeting)	Completed
Reserve HHS parking lot	Staff		Done
Review/Revise 2021 Applications	All	March	Done
Review/Revise Vendor 2021 Guidelines	All	March	Done
Prepare Proposed 2021 Budget	Chair/Staff	March	Done
Review Vendor Checklist	All	March	Done
Maintain Festivals Committee website		On-going	
Maintain Facebook page for Festivals Committee		On-going	
Obtain Shuttle Service Quote	Vanessa	April	
Obtain Main Tent and Stage Quote and Table	Staff	April	Done
Obtain Main Stage Sound & Lighting	Staff	April	Done
Obtain children's area inflatable quote		April	
Obtain sound and DJ quote for children's area	Staff	April	Done
Obtain band list for approval		April	Done
Review/Revise 2020 Sponsorship Package		April	
Fundraising	All	April-July	
Research entertainment for children's area		May	
Order (4) light towers		May/June	Done
Order port-a-johns		May/June	Done
Order 20-yard waste container		May/June	Done
Order (2) electronic flashers		May/June	Done
Update event poster		June/July	
Update event signs - Banners (vendor-Copy Master) - Yard Signs (vendor – Letters & Signs)		June/July	
Obtain ATMs for Event		June/July	
Arrange for Mascots		June/July	
Coordinate volunteers		July	
Event Promotion News Graphic Article		August	
Distribute posters	All	August	
Distribute yard signs	All	August	
Call Digger's Hotline 10 days before event to mark grass before installation of tent	Department of Public Works-Rich Haczynski	August	
Work with Finance Department to have checks cut for entertainers prior to event. Distribute checks at event.	Staff	August	
Work with Finance Department to arrange for volunteer cash stipends to be available for day of event.	Staff	August	

Attachment: Logistic Update (6388 : Logistics Update)

**TASTE OF MEQUON
SEPTEMBER 7, 2019 - NOON – 9:00 PM
EVENT OVERVIEW**

Event Week (Tuesday 9/3 – Friday 9/6)

During the week leading up to the event, City departments will assist with event setup.

- Thursday, September 5 - Main stage tent will be delivered and setup between 8:00 AM – 5:00 PM.
- Friday, September 6 - Delivery of port-a-johns and waste container
- Friday, September 6 - Delivery of (2) message boards on Mequon Road/Homestead High School
- Friday, September 6 - Delivery of golf cart

Morning of the Event (September 7, 2019)

Parking is available for committee members behind city hall (west side). Please place parking pass on the dash of your car.

Committee event vests and name tags will be available in the south conference room.

TIME	ACTION REQUIRED
7:30 am – 8:30 am	DELIVERY Area Rental & Sales – table and stage for DJ in children's area delivery. ✓ Pick up Sunday 9/8 - 8:00 a.m. – 5:00 p.m.
7:30 am	CITY HALL DOORS OPEN: Lina arrives to unlock back door, setup morning refreshment table
8:00 am – 11:30 am	CHILDREN'S AREA: Ron, Sue, Dynami, Janet • Setup Make 'n Take Art tents & tables • Direct vendors in the library parking lot to their vendor space • Setup 10 x 20 tent for DJ Space #s 43 & 44 DELIVERIES IN THE CHILDREN'S AREA: • KC Inflatables
8:00 am	FESTIVAL GROUNDS: Setup venue signs within festival grounds: restroom, shuttle pickup etc.

TIME	ACTION REQUIRED
8:00 am – 10:00 am	HOMESTEAD HIGH SCHOOL: Setup event signs • Carrie & Bridget
8:15 am	TENT SETUP - VENDOR CHECK IN: Tent, table and three chairs setup at check in point (south end) city hall parking lot
8:15 am	COMMITTEE TENT (NORTH END) Tent, Table, feather flag and two chairs setup at check in point – Space # 1c
8:30 am	VENDOR CHECK INSTATION: Melissa, Kirsten, Gwen stationed at check-in city hall parking lot
8:30 am – 11:30 am	DRIVE FLAGGER - Dan
8:30 am – Noon	CEDARBURG ROAD SUPPORT: Vanessa, Bridget, Daryn, Carrie
8:30/8:45 am	CEDARBURG ROAD CLOSED: Police Reserves close Cedarburg Road
8:45 am	COMMITTEE TENT (SOUTH END) Tent, Table, feather flag, four chairs. (Cedarburg Road, south end) SPACE# 17a
9:00 am	VENDOR LOAD-IN BEGINS North End Load- In Allowed: ✓ <u>Four</u> food trucks ✓ KC Inflatables ✓ Area Rental and Sales
9:00 – 11:30 am	INSPECTORS ON SITE: Health Inspector, Electrical Inspection, Fire Inspection
11:30	CONCRETE BARRIERS PLACED

**TASTE OF MEQUON
DAY OF EVENT LOGISTICS
Friday, September 6; 8:30 a.m.
Administration Conference Room**

1. City Hall Parking Lot Update

- Handicap Parking – South Entrance of City Hall – 8 to 9 spaces
- Confirm Event Staff Parking behind city hall (west side)
- Confirm port-a-john placement (south side city hall)
- Confirm shuttle route through city hall parking lot
- Confirm vendor parking available
- Morning Load-In thru parking lot

2. Final Festival Grounds Map

- Location of concrete barriers
- Picnic Tables
 - ✓ Number of tables
 - ✓ Placement of tables on Cedarburg Road
 - ✓ Additional picnic tables – library parking/face painter – Space #83A
- Route for garbage pickup

3. Inspections

- Electrical – Ken Kmet (KWK until 2:00 p.m.) Tom (KWK Noon – 9:00 p.m.)
- Fire –Deputy Fire Chief Zellmann
- Food – Mark Carlson, Environmental Health Specialist, Washington Ozaukee Public Health Department

4. Police Department

- Officers available to walk through event
- No parking signs placed on Cedarburg Road (third shift)

5. Police Reserves

- Vendors arrive by 9:00 AM, setup completed by 11:30 AM
- Opening/Closing Cedarburg Road

6. Day of event communication

- Committee member – who is the main contact?

Handouts:

- Police Reserve Schedule
- Police Reserve Information
- City Staff/Committee/Schedule/Contact Information
- Vendor Contact Information
- Morning Load-In Map
- Festival Grounds Map



September 7, 2019 - Noon – 9:00 PM

VENDOR EVENT INFORMATION

Restaurant

To: Appe Thai

Taste of Mequon is fast approaching. The Festivals Committee would like to provide you with important information you will need to know prior to the event.



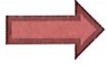
NO LATE ARRIVALS WILL BE ACCEPTED

Due to the safety of all event participants, vendors arriving after 11:30 AM will not be allowed to participate. Please plan accordingly.

CEDARBURG ROAD VENDOR SETUP (East & West Sides)

To ensure emergency vehicles have access to Cedarburg Road, vendors must remain within the parking lane on both sides of Cedarburg Road (east & west). See illustration below.





ONE-WAY LOAD-IN PROCEDURE

Load-in will be through the Mequon City Hall parking lot.

After unloading, **exit** by going **north** to **Division Street**.

See attached map. **Morning Unloading Route For Taste of Mequon**

FOOD TRUCKS ONLY - LOAD-IN PROCEDURE



All food truck vendors will be allowed to enter from the **north end** of the festival grounds at **Division Street** for service window placement on Cedarburg Road.

See attached map. **Morning Unloading Route For Taste of Mequon**

FOOD TRUCK VENDORS

To assist event staff with vendor placement on Cedarburg Road, your early arrival is appreciated.

CHECK-IN INSTRUCTIONS (9:00 a.m. – 11:30 a.m.)

CHECK IN LOCATION – Through Mequon City Hall Parking Lot (See Festival Map)

- Upon your arrival event staff will ask you to stop and check in.
- Please have your parking pass displayed on the dash of your car.
- Event participant badges will be provided for you and your staff to wear.
- Proceed to the top of the city hall driveway and **WAIT** until you have been cleared to enter on to Cedarburg Road.
- Event staff will be on Cedarburg Road to direct you to your location.
- It is imperative that you unload your vehicle as quickly as possible. Once you have unloaded, remove your vehicle(s) at once before starting to setup. **DO NOT** leave your vehicle(s) within the festival grounds this will only delay other vehicles from entering.

- **EXIT** - Follow Morning Unloading Route map.
- Park your vehicle at any of the locations provided below.

PARKING LOCATIONS

- Parking is available behind Mequon City Hall.
- Parking lot behind Dr. Peter Shore, DDS office, 250 S. Main Street, Thiensville (across from Frank L. Weyenberg Library)
- Parking lot at the Mequon Town Center
- Christ Alone Evangelical Church, 247 S. Main Street, Thiensville (across from Frank L. Weyenberg Library)

CONCRETE BARRIERS

Concrete barriers will be placed on Cedarburg Road at 11:30. It is important that you are completely setup by 11:30 a.m.

LOAD-OUT INSTRUCTIONS (9:00 p.m.)

- Food/Beverage vendors will be allowed to close down at 9:00 p.m.
- All non-food/beverage vendors will be allowed to close down at 6:00 p.m.
- **Concrete barriers will be removed from the north and south ends of Cedarburg Road at the conclusion of the event.**
- All vendors must be off of Cedarburg Road by 10:00 p.m. to ensure Cedarburg Road is reopened in a timely manner.

WHAT YOU NEED TO KNOW PRIOR TO THE EVENT

- See attached site map for your location on Cedarburg Road.
YOUR SPACE NUMBER IS #7
YOUR SPACE (Size) IS 10 x 10, LOCATED ON THE EAST SIDE OF CEDARUBR ROAD.

NEW



- **ELECTRICAL SOURCE** – Your electrical source will be located at GENERATOR 2.
- Look for your space # on the outlet cover(s). **You will have access to 3 electrical outlets.**

- You will be responsible for handling your own cash, please plan accordingly.
- Setup is from 9:00 AM – 11:30 AM. **Vendors must be setup by 11:30 AM.**
- Water will be available from an FDA approved, lead-free material drinking water hose. (Front of Mequon City Hall)
- All non-food vendors may breakdown at 6:00 PM. If you plan to stay after 6:00 PM you will need to have lights for under your tent. Plan to bring a 10 or 12 gauge 100' extension cord.
- Food/Beverage vendors are required to remain open until 9:00 PM.

WHAT TO BRING TO THE EVENT

- ✓ Hand washing setup with hot water
- ✓ Paper toweling
- ✓ Gloves
- ✓ Hair restraints
- ✓ Fire Extinguisher: (1) 2A10BC Rated; (1) K-Type extinguisher for any cooking involving grease or deep frying.
- ✓ Plan to bring a **10 or 12 gauge 100' extension cord for every outlet utilized.**
- ✓ **FOOD/BEVERAGE VENDORS**

To ensure a successful event set up, see attached checklist.

Inclement Weather

Festival activities organized by the Mequon Festivals Committee are highly dependent on good weather. If inclement/severe weather is predicted for the day of the event an announcement will be posted on the City of Mequon's website (www.ci.mequon.wi.us) of the event cancellation by **6:00 AM on the morning of the event.** To hear a recorded message of the event cancellation, call **(262) 236-2941.**

Free Shuttle

- A shuttle will be provided by Go Riteway from Homestead High School starting at 11:30 AM to 9:30 PM. Use the farthest north entrance off of Eastgate Road.

5K COLOR RUN

The Mequon Thiensville Education Foundation will once again host their 5K color run ending at Taste of Mequon around dinner.

DETOUR ROUTES

North bound Cedarburg Rd. will be diverted at Mequon Rd., West to Buntrock Ave., then North to Division St and East to Main St.

South bound Cedarburg Rd. (Main St.) will be diverted at Division St., West to Buntrock Ave., and South to Mequon Rd. and East to Cedarburg Rd.

If you need any further assistance, please do not hesitate to contact Bridget King, Committee Chair at (414) 828-5112; baking5112@aol.com or Lina Prosser, Mequon City Hall at (262) 236-2941 or lprosser@ci.mequon.wi.us.

*Thank you for participating in Taste of Mequon 2019.
We look forward to a fantastic, fun-filled day!*

Attachments:

Vendor Placement – Cedarburg Road
Festival Grounds Map
Load-in Map
Food Vendor Checklist
Vendor Parking Pass
Taste of Mequon Poster

Attachment: Logistic Update (6388 : Logistics Update)

**SPACE NUMBER ORDER - 2019 FESTIVAL GROUNDS – CEDARBURG ROAD –
RESTAURANTS/OTHER PARTICIPANTS 8/12/2019**

<u>SPACE #</u>	<u>PARTICIPANTS</u>	<u>LOCATION</u>
1	Mequon Police Association	East Side Cedarburg Road
1a	Thiensville Mequon Lion's Cub	East Side/Angle/Cedarburg Road
1b	Falafel Guys – FOOD TRUCK	East side/Cedarburg Road (see map)
1c	Festivals Committee Tent (north end)	See Map
1d	T BEST Kettle Corn Co.	North Median (south end) (see map)
2 & 3	That Taco Guy – FOOD TRUCK	East Side Cedarburg Road
4 & 4a	Drift – FOOD TRUCK	East Side Cedarburg Road
5 & 5a	Stilt House	East Side Cedarburg Road
6	Mr. B's	East Side Cedarburg Road
7	Appé Thai	East Side Cedarburg Road
8 & 9 & 10	the cheel & baaree	East Side Cedarburg Road
11	Delicately Delicious	East Side Cedarburg Road
12	Ruby Tap	East Side Cedarburg Road
13	Bubble Waffle Shoppes	East Side Cedarburg road
14 & 15	Shully's Cuisine	East Side Cedarburg Road
16	Blue Cow Creperie – FOOD TRUCK	East Side Cedarburg Road
17	The Feed Bag Pet Supply	West Side Cedarburg Road
17a	Festivals Committee Tent (south)	West Side Cedarburg Road
18	Mequon-Thiensville Chamber of Commerce	West Side Cedarburg Road
19	The Nutman Company USA, Inc.	West Side Cedarburg Road
20 & 21	Leonardo's Pizza	West Side Cedarburg Road
22	Café Hollander	West Side Cedarburg Road
23 & 24	Dr. Dawg	West Side Cedarburg Road
25 & 26	Mequon Chancery	West Side Cedarburg Road
27	Happy Dough Lucky	West Side Cedarburg Road
28 & 29	Immy's African Cuisine	West Side Cedarburg Road
30 & 31	Atlas BBQ	West Side Cedarburg Road
32	glaze	West Side Cedarburg Road
33	Dynami Couture	West Side Cedarburg Road
34	Supercuts	West Side Cedarburg Road
35	Lana Voskoboynik	West Side Cedarburg Road
36	C Squared Wood Products	West Side Cedarburg Road
36a	Jody Flemming – JLEE Studio	West Side Cedarburg Road
36b	Tobin Jewelers	West Side Cedarburg Road

Attachment: Logistic Update (6388 : Logistics Update)



MORNING UNLOADING ROUTE FOR TASTE OF MEQUON



Revision Date: 8.13.19

Attachment: Logistic Update (6388 : Logistics Update)

Taste of Mequon Food Vendor Checklist*Use this helpful checklist to ensure a successful event setup.***Events Promotion - What you can do**

- _____ Request a lawn sign / event poster
- _____ Add event to your website and/or Facebook page
- _____ Share the Taste of Mequon Facebook Event page

Set Up 9:00 a.m to 11:30 a.m.

- _____ Detailed instructions for load-in (emailed to you one week prior to event)

All vendors must be setup by 11:30 AM.**Event Licenses/Cert of Insurance**

- _____ Obtain Food License
- _____ Obtain Event-issued beer/wine licenses
- _____ Obtain Certificate of Insurance

Postings

- _____ Display Food License
- _____ Display Event-issued beer/wine licenses
- _____ Restaurant Signage
- _____ Menu Board

Commonly Used Supplies

- _____ Apron
- _____ Cash, card swipes
- _____ Chairs
- _____ Cooking equipment (utensils, tanks, grills, etc.)
- _____ Cooler / ice
- _____ Decorations
- _____ Duct tape
- _____ Fire Extinguisher
- _____ Flatware, napkins, etc.
- _____ Food Supplies - enough to last until 9:00 p.m.
- _____ Garbage bags/can
- _____ Gloves
- _____ Hair restraints
- _____ Hand washing setup with hot water
- _____ Napkins
- _____ Paper towels
- _____ Paper plates
- _____ Pens, paper, business cards
- _____ Tables
- _____ Table cloths
- _____ Tent
- _____ Tent weights (in the event of wind)
- _____ Towels (in the event of rain)

Breakdown 9:00 p.m.

- _____ All trash placed in containers provided
- _____ Space left in the same condition prior to setup

Power

- _____ Booth lighting. Clamp light with a fluorescent or LED bulb
- _____ Light duty extension cord for lighting. Household extension cords are not permitted.
- _____ **10 or 12 gauge 50' or 100' extension cord for every outlet utilized**
- _____ Generators - private generators are not allowed unless previously authorized by the Mequon Festivals Committee.

Reminders

- _____ Walking the grounds to sell merchandise or handouts is prohibited
- _____ Vendors must remain in booth space



**Taste of Mequon
Food/Beverage Vendor**

Apppe Thai

Space # 7

**Location: East Side - Cedarburg
Road**

**FOR DISPLAY ON
DASH OF VEHICLE**

Taste of Mequon

Food — Music — Art

Mequon City Hall — on Cedarburg Road

Parking limited, Free Shuttle and parking at Homestead High School

Check out our new website www.mequonfestivals.org

FOOD AND BEVERAGE VENDORS

Appe Thai	Dr. Dawg	Immy's African Cuisine	Shully's Cuisine and Events
Atlas BBQ	Drift	Leonardo's Pizza	T. BEST Kettle Corn Co.
Blue Cow Creperie	Falafel Guys	Mequon Chancery	That Taco Guy
Bubble Waffle	glaze	Mr. B's Steakhouse	the cheel & baaree
Shoppes	Happy Dough	Mequon Police	The Nutman Company USA
Café Hollander	Lucky	Association "Corn on the Cop"	The Ruby Tap
Delicately Delicious			The Stilt House
			Thiensville Mequon Lions Club

Jay Matthes
Noon - 2:30 PM

Trapper Schoepp
3:00 PM - 5:30 PM

Stray Voltage
6:00 PM - 9:00 PM

Kids Activities 12-6 PM 20' Rock Climbing Wall, 40' Obstacle Course, Bouncy Houses, Art Activities, Supercuts/Hair Color for Kids,
Artists Booths 12-6 PM Balloon Clown, Face Painting, Martial Arts, and the M-T Education Foundation Color Run.

sommer's
automotive



Christ Alone Church and School, Concord Development, Lakeside Development Company,
Renewal by Andersen, Mom's Club of Mequon-Thiensville

Vendor	Participated in 2019	Application Received for 2021
Artist/Craftsman Vendors		
C Squared Wood Products	Yes	Yes
Lana Voskoboynik	Yes	
JLEE Studio - Wearable Art	Yes	Yes
Dynami Couture	Yes	
Elegant Henna Tattoo	No	Yes
Tobin Jewelers	Yes	Yes
Total Artist/Craftsman Vendors	5	4
Non-Food Beverage Vendors		
Advanced Wildlife & Pest Control		Interested
Dog Gone Treats		Yes
Feed Bag Pet Supply Co.	Yes	
Supercuts	Yes	Yes
Mequon Thiensville Chamber of Commerce	Yes	Yes
Mequon Thiensville Historical Society	Yes	Yes
Christ Alone Evangelical Lutheran Church	Yes	Yes
BE Martial Arts, LLC	Yes	
Renewal by Andersen	Yes	Yes
Stretch Lab		Interested
Knowledge Edge	Yes	Yes

Mathnasium of Mequon	Yes	Yes
Total Non-Food/Beverage Vendors	8	8
Food Beverage Vendors		
Appe Thai	Yes	Yes
Atlas BBQ	Yes	
Bartolotta Mr. B's Steakhouse Mequon	Yes	
Blue Cow Creperie	Yes	Interested
Bubble Waffle Shoppes	Yes	Yes
Café Hollander	Yes	Declined
Corazon (Food Truck)		
Delicately Delicious	Yes	
Dr Dawg	Yes	Yes

Vendor	Participated in 2019	Application Received for 2021
Drift	Yes	
Falafel Guys, LLC	Yes	Yes
Foxtown Brewing		
glaze, LLC	Yes	Yes
Happy Dough Lucky	Yes	Sending
Immy's African Cuisine	Yes	Yes
Julie's Blue Ribbon Cookies		Yes
Leonardo's Pizza	Yes	Yes
Mequon Chancery	Yes	No

Mequon Police Association	Yes	No
Shully's Cuisine	Yes	
SIP MKE		Yes
Stilt House	Yes	Yes
T. BEST Kettle Corn Co.	Yes	Unable to Attend
That Taco Guy	Yes	Unable to Attend
The Cheel/Baaree/Daily Taco/eeat.us	Yes	Yes
The Dive	Yes	Yes
The Nutman Company USA, Inc.	Yes	Yes
The Ruby Tap	Yes	Yes
Thiensville-Mequon Lion's Club	Yes	Interested

Total Food/Beverage Vendors

24

14

Taste of Mequon 2021 Sponsors

NAME	AMOUNT	NOTES
Annex Wealth		
Bank Mutual		
BMO Harris		
Cliff Bergin		
College Nannies + Tutors		
Concord Development Company		
Concordia University	\$1,000	
First Bank		
Fromm Foods		
Hildebrand Law		
Knowledge Studio One	\$200	Towards entertainment
Lakeside Development Company		
Mathnasium of Mequon	\$150	
Port Washington State Bank		
Quintessa		
Renewal by Anderson	\$200	
Richmond Investment Services		
Shaffer Development-Spur 16		
Sommers Automotive		
Spectrum Investment		
Veridian Homes		
Ziegler Wealth		

Attachment: Taste of Mequon 2021 Sponsors (6400 : Sponsor List)



Organization: City of Mequon Mequon Festivals Committee	Event: Taste of Mequon Community Event – September 11, 2021 Location: City Hall Parking Lot
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Volunteer Position Title Event Participant Check In (Restaurants and Other Participants) Requires 3-4 adult volunteers
Positioned at: Between City Hall Parking Lot (west side) and Logemann Community Center (requires committee member and one to two adult volunteers)
Expectations and Responsibilities: • Greet participants upon arrival • Provide participants with their vendor space # and parking pass • Provide participants with vendor identification lanyards • Radio arrival of participant to Restaurant Concierge and provide vendor space # • Provide parking lot information • Familiar with location festival grounds map
Time Requirements: Available for two hour shifts between 8:30 AM – 11:30 AM
Volunteer Supervisor: To be determined



Organization: City of Mequon Mequon Festivals Committee	Event: Taste of Mequon Community Event – September 11, 2021 Location: Library Parking Lot
--	--

Volunteer Position Title Event Participant Check In (Artists/Children's Area Participants/Other) Requires 3-4 adult volunteers
Positioned at: Library Parking Lot (requires committee member and one to two adult volunteers)
Expectations and Responsibilities: • Greet participants upon arrival • Provide participants with their vendor space # and parking pass • Provide participants with vendor identification lanyards • Escort participant to vendor space • Provide parking lot information • Familiar with location festival grounds map
Time Requirements: Available for two hour shifts between 8:30 AM – 11:30 AM
Volunteer Supervisor: To be determined

**Organization:**

City of Mequon
Mequon Festivals Committee

Event:

Taste of Mequon
Community Event – September 11, 2021

Volunteer Position
Taste of Mequon GREETER

Positioned at: Mequon Festivals Committee Informational Tent/Booth located on
1) South end festival grounds on Cedarburg Road or
2) North end festival grounds on Cedarburg Road.

Expectations and Responsibilities:

- Actively greet people walking into the event
- Distribute list of event activities
- Answer questions about the event
- North End only - Check in volunteers throughout the day
- Direct guest with first aid request to appropriate personnel

Number of Volunteers: 1 volunteers per shift (total of 8)

Time Requirements: Available for two (2) hour shifts between 11:30 a.m. to 7:30 p.m. at each location (2).

South End

Noon to 2:00 p.m.
2:00 p.m. to 4:00 p.m.
4:00 p.m. to 6:00 p.m.

North End

Noon to 2:00 p.m.
2:00 p.m. to 4:00 p.m.
4:00 p.m. to 6:00 p.m.



Organization: City of Mequon Mequon Festivals Committee	Event: Taste of Mequon Community Event – September 11, 2021 Location: City Hall Parking Lot
--	--

Volunteer Position Title Event Participant Greeter (Restaurants, Artists, Other Participants) Requires 3-4 adult volunteers
Positioned at: Between City Hall Parking Lot (west side) and Logemann Community Center (Requires Committee Member and one to two Adult Volunteers)
Expectations and Responsibilities: • Greet participants upon arrival • Provide participants with their vendor space # and parking pass • Provide participants with vendor identification lanyards • Radio arrival of participants to Restaurant Concierge and provide vendor space # • Familiar with location festival grounds map
Time Requirements: Available for two hour shifts between 8:30 AM – 11:30 AM
Volunteer Supervisor: To be determined

**Organization:**

City of Mequon
Mequon Festivals Committee

Event:

Taste of Mequon
Community Event – September 11, 2021

Volunteer Position Children's Area plus Take & Make Art Area

Positioned at: Festival Grounds –Children's Area Library Parking Lot

Expectations and Responsibilities:

- Welcome children's area participants
- Assist, as assigned, at various activities
- Inflatables/Games
 - ____ 40' Obstacle Course – Backup KC Inflatable employee
 - ____ Sports Arena Bounce House - Backup KC Inflatable employee
 - ____ 25' Giant Slide - Backup KC Inflatable employee
 - ____ 20' Tall 4- person inflatable rock climbing wall
 - ____ Penguin Fish Fling Game –Welcome/encourage children
 - ____ Quarterback Toss Game – Welcome / encourage children
 - ____ Make & Take Art (4 volunteers per shift)
 - ____ Volunteer Guidelines available at Art Tent
- **Check in for Assignments at North Festival's Tent**

Number of Volunteers: to 10 volunteers per shift (total of 24-30)

Inflatables/Games - Time Requirements: 6 volunteers per shift

Two (2) hour shifts

- 1) Noon to 2:00 p.m.
- 2) 2:00 p.m. to 4:00 p.m.
- 3) 4:00 p.m. to 6:00 p.m.

Make & Take Art – Time Requirements: 4 volunteers per shift

Two (2) hour shifts

- 1) Noon to 2:00 p.m.
- 2) 2:00 p.m. to 4:00 p.m.
- 3) 4:00 p.m. to 6:00 p.m.

**Organization:**

City of Mequon
Mequon Festivals Committee

Event:

Taste of Mequon
Community Event – September 11, 2021

Location: Weyenberg Library Parking Lot

Volunteer Position Title
Children's Activity Assistant

Positioned at: Weyenberg Library Parking Lot

- Bean Bag Toss
- Chalk Art

Expectations and Responsibilities:

- Supervisor games in the children's area
- Encourage children to play the games

Time Requirements: Available for two hour shifts between 12:00 –5:00 PM

Volunteer Supervisor: To be determined

Attachment: Volunteer Descriptions (6390 : Volunteer Descriptions)



Organization: City of Mequon Mequon Festivals Committee	Event: Taste of Mequon Community Event – September 11, 2021 Location: Festival Grounds – Cedarburg Road and Weyenberg Library Parking Lot
--	---

Volunteer Position Title Event Ambassador-Mascot Handler/Greeter
Positioned at: Festival Grounds
Expectations and Responsibilities: • Greet mascot upon arrival • Take to secured room for changing • Remain with mascot throughout scheduled time until departure
Time Requirements: Available for two hour shifts between 12:00 PM – 5:00 PM
Volunteer Supervisor: To be determined



Organization: City of Mequon Mequon Festivals Committee	Event: Taste of Mequon Community Event – September 11, 2021 Location: Festival Grounds – Cedarburg Road/Music Tent
--	--

Volunteer Position Title *Entertainment Liaison
Positioned at: Festival Grounds – Cedarburg Road/Music Tent
Expectations and Responsibilities: • Manage performer schedule • Ensure entertainers have needed items during their performance time
Time Requirements: Available for two hour shifts between 12:00 – 9:00 PM
Volunteer Supervisor: N/A

*This volunteer position is for a committee member or past committee member.

Attachment: Volunteer Descriptions (6390 : Volunteer Descriptions)

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SETUP

Main Check in (3)
Drive Flagger (1)
Cedarburg Rd Support (4)
Children's / Art (3)
Homestead Parking Setup (2)

8:30 to Noon
8:30 to Noon
8:30 to Noon
8:00 - 11:30
8:00 - 10:00

Greeter - North Info Booth (1 per shift, 3 ttl)	
12:00 to 2:00	
2:00 - 4:00	
4:00 - 6:00	

All Community Volunteers should check in at South Information Booth

Greeter - South Info Booth (1 per shift, 3 ttl)	
12:00 to 2:00	
2:00 - 4:00	
4:00 - 6:00	

Mascot Escorts	
1130-130	
130-330	
330-530	

Entertainment Stage	
1130-230	
3-530	
530-730	
730-930	

Children's Area (6 per shift, 18 ttl)	Inflatable 1	Inflatable 2	Inflatable 3	Inflatable 4	Toss Game 1	Toss Game 2
Noon to 2:00						
2:00 to 4:00						
4:00 to 6:00						

Make & Take (4 per shift, 12 ttl)						
Noon to 2:00						
2:00 to 4:00						
4:00 to 6:00						

Total (non-setup Volunteers) desired 43

Shorewest
Website

Jim Young
Travisweber@gmail.com
ARweber2017@gmail.com

emailed 4/12 how many?
emailed 4/12
emailed 4/12
Travis Weber
Anne Weber