



11333 N. Cedarburg Road
Mequon, WI 53092
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www.ci.mequon.wi.us

FESTIVALS COMMITTEE
Wednesday, September 6, 2023
6:30 PM
North Conference Room

Agenda

- 1) Call to Order, Roll Call
- 2) Approval of Meeting Minutes
Action requested: review and approve
 - a. August Meeting Minutes
- 3) Final Map & Event Schedule
- 4) Vendor Assignments
 - a. Cedarburg Road Assignments
 - b. Library Parking Lot Assignments
- 5) Parking Passes
- 6) Volunteer Update & Committee Assignments
- 7) Arrive on 9/9 at 7:45am
- 8) Next Meeting Date and Time
 - A. October 18 at 6:30pm
- 9) Adjourn

Dated: September 6, 2023

/s/ Vanessa Nerbun, Chair

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 City Clerk's Office at 262-236-2914, twenty-four (24) hours in advance of the meeting.

Any questions regarding this agenda may be directed to the City Administrator's Office at 262-236-2941, Monday through Friday, 8:00 AM – 4:30 PM



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FESTIVALS COMMITTEE
Wednesday, August 16, 2023
6:30 PM
North Conference Room

Minutes

1) Call to Order, Roll Call

Present:

Chair Vanessa Nerbun
 Committee Member Deanna Conaty
 Committee Member Jenne Hohn
 Committee Member Lisa Liljegren
 Vice Chair Miranda White
 Committee Member Tracy Johnson -- **Absent**
 Committee Member Moshe Luchins -- **Absent**
 Committee Member Christine McLean -- **Absent**

Also Present: Carrie Enea, Executive Assistant

2) Approval of Meeting Minutes

a. July Minutes

RESULT: **Approved by Voice Acclamation [Unanimous]**
MOVED BY: Committee Member Hohn
SECONDED BY: Committee Member White

AYES:	Nerbun, Conaty, Hohn, Liljegren, White
ABSENT:	Johnson, Luchins, McLean

3) Vendor Updates

Executive Assistant Enea gave the committee an update on the festival vendors. There are a total of 89 vendor spaces: 33 food & beverage vendors with the newest additions of Weathers Juice Lab and Sunrise Acai Bowls, 18 non food & beverage vendors with the newest additions of MATC Mequon, Winkie's, MTEF, Fifth-Main, Alme Design Co., and Alliance Realty who will be doing free pet photos, and 12 artists. It was agreed that Sovereign Select could participate if they sponsor the face painter.

4) The Event Schedule was shared. The Christ Alone Choir is the only one not able to participate.

5) Festival Map

The Committee discussed the all traffic going north plan. Some were concerned about the traffic back-up on Cedarburg Road. It was decided that the Children's Area vendors would enter through the back drive of City Hall and that the 6 food trucks at the north-end could enter from the north at 11:15am. The check-in tent will be shifted west across the Town Center driveway.

6) Response Plan

7) Committee Sign-up

A sign-up sheet was passed around.

8) Flyers & Yard Signs were distributed.

9) Next Meeting Date and Time

A. September 6 at 6:30 P.M.

10) Adjourn

Committee Member Liljegren moved to adjourn at 7:17pm and Committee Member Hohn seconded.

Respectfully Submitted,

Carrie Enea
Executive Assistant

Attachment: Festivals Minutes 081623 (8719 : August Meeting Minutes)





**EVENT SCHEDULE
2023
NOON – 9:00 PM**

Time	Event
12:30 PM – 2:30 PM	Main Stage: The Vee Three
3:00 PM – 5:00 PM	Main Stage: FallBack
Noon – 9:00 PM	Activities: Inflatables and Board & Brush Painting
Children's Area Artist & Stage Schedule	12:00 – 8:00 p.m. Bingo the Clown Balloon Artist 1:00 – 1:30 p.m. North Shore Dance Performance 1:00 - 5:00 p.m. Face Painter @ Sovereign Booth 1:00 – 7:00 p.m. Caricature Artist 1:30 – 2:00 p.m. Milwaukee Bucks Bango 2:00 – 2:30 p.m. Bella Via Dance Performance 3:00 – 3:30 p.m. BE Martial Arts Demonstration 4:00 – 4:30 p.m. Beglan Irish Dancers 6:00 – 9:00 p.m. Silent Disco Neon Dance Party
6:00 PM – 9:00 PM	Main Stage: Hot Rod Huey & The B Sides

SPACE #	PARTICIPANTS	TENT SIZE	AMP POWER OUTL	LOCATION	LICENSE PLATE
1	Welcome Booth	10 X 20	None	South end Cedarburg Road	N/A
2	M-T Community Foundation	10 X 10		West Side Cedarburg Road	AUC1531
3	Jimmies Dog Gone Treats	10 X 10		West Side Cedarburg Road	
4 & 5	Stilt House	10 X 20	3	West Side Cedarburg Road	LC3701
6 & 7	Leonardo's Pizza	10 X 20	3	West Side Cedarburg Road	
8	Kha Sushi Land	10 X 10	2	West Side Cedarburg Road	
9 & 10	SIP MKE	10 X 20		West Side Cedarburg Road	247-ztp
11 & 12	Immy's African Cuisine	Food Truck	1	West Side Cedarburg Road	
13 & 14	The Nutman Company USA	10 X 20	0	West Side Cedarburg Road	NUTMAN
15	Strolling Donuts	10 X 10	3	West Side Cedarburg Road	102-WEZ
16	Glaze	10 X 10	2	West Side Cedarburg Road	597-ZPC
17 & 18	Dr. Dawg	10 X 20	3	West Side Cedarburg Road	DR DAWG 1
19	Uyghur Grill	10 X 10	1	West Side Cedarburg Road	LKYDZ
20	Sunrise Acai Bowls	10 X 10		West Side Cedarburg Road	ATL-1836
21	Danielle's Designs	10 X 10	1	West side Cedarburg Road	
22	Prairie Junction Farms	10 X 10		West Side Cedarburg Road	ARP-2120
23	Sew Weird	10 X 10		West Side Cedarburg Road	WLDRMND
24	Tobin Jewelers	10 X 10		West Side Cedarburg Road	
58	Greek Street Eats FOOD TRUCK	Food Truck	2	West side Cedarburg Road	EC72257
59	Falafel Guys – FOOD TRUCK	Food Truck	0	West side Cedarburg Road	MV2452
60	Smokin' C's – FOOD TRUCK	Food Truck	0	East side Cedarburg Road	
61	That Taco Guy FOOD TRUCK	Food Truck	4 prong 50 amp	East side Cedarburg Road	ML3506
62	S & T Cuisine- FOOD TRUCK	Food Truck	3	East side Cedarburg Road	LT8976
63	Frankies Restaurant – FOOD TRUCK	Food Truck	0	East Side Cedarburg Road	84634
64	T-M Lion's Club	10 X 20	2	East Side/Cedarburg Road	

65 & 66	Foxtown	10 X 20	2	East Side Cedarburg Road	
67	With My Whole Heart	10 X 10	1	East Side Cedarburg Road	ANB-2069
68 & 69	Black Birch	10 X 20	1	East Side Cedarburg Road	ATV-8551
70 & 71	Hiawatha Woodworks	10 X 20	1	East Side Cedarburg Road	
72	The Prpl Swan	10 X 10		East Side Cedarburg Road	54511
73	Lake Country Growers	10 X 10	1	East Side Cedarburg Road	(SD) EJA82
74 & 75	Mequon-Milwaukee Diversity Rotary Club	10 X 20	3	East Side Cedarburg Road	Rental- TBD
76	The Ladle Lady	10 X 10	2	East Side Cedarburg Road	849 ycv
77 & 78	AppThai- FOOD TRUCK	Food Truck	3	East Side Cedarburg Road	
79	Sendik's	10 X 10	2	East Side Cedarburg Road	70765
80, 81, 82, 83	the cheel & baaree & Daily Taco & eat.us	10 X 40	3	East Side Cedarburg Road	XE49147
	FOOD TRUCK				XE17442
84	Ruby Tap	10 X 10	1	East Side Cedarburg Road	
In front of IDH	M-T Historical Society	10 X 20	1	East Side Cedarburg Road	289DBM
85 & 86	MIL-WOK-EE Asian Street Food	10 X 20	3	East Side Cedarburg Road	
87 -88	StretchLab	10 X 20	2	East Side of Cedarburg Road	
89	Chamber of Commerce	10 X 10		East side Cedarburg Road	

2023 FESTIVAL GROUNDS – LIBRARY PARKING LOT – CHILDREN’S ACTIVITIES

9/1/2023 10:24 AM

<u>SPAC E #</u>	<u>PARTICIPANTS</u>	<u>TENT SIZE</u>	<u># 20 AMP POWER OUTLETS</u>	<u>LOCATION</u>	<u>License Plate</u>
25	Advanced Wildlife Control	10 X 10	None	South Side Library Parking Lot	216 VKN
26 - 27	Sovereign/Face Painter (1-5pm)	10 X 20	None	South Side Library Parking Lot	ASW 9949
28	Winkie’s	10 x 10	None	South Side Library Parking Lot	ASY 6404
29	Alme Design Co.	10 X 10	1	South Side Library Parking Lot	
30	FIFTH MAIN	10 x 10	None	South Side Library Parking Lot	
31	Fred Astaire	10 X 10	None	South Side Library Parking Lot	ATS 6490
32	Stage/DJ	16 X 20	1	In front of Filter House	
33	Let’s Celebrate, LLC	10 X 10	1	South Side Library Parking Lot	916 GCP
34	Elegant Henna Tattoo	10 X 10	1	South Side Library Parking Lot	838 XAR
35	Pete’s Pops	10 X 10	None	South Side Library Parking Lot	
36	Bingo the Clown	10 X 10	None	South Side Library Parking Lot	
37 - 38	MATC Mequon	10 X 20	None	South Side Library Parking Lot	
39a- 39b	Board & Brush	10 X 20	None	South Side Library Parking Lot	
39c	Milwaukee Bucks Bango	10 X 10	None	South Side Library Parking Lot	
40	Tots on the Street	Food Truck	2	West End of Library Parking Lot	XE 49462
T	Inflatable Trampoline Park	30 X 21	Generator	West End Library Parking Lot	
41	Weather’s Juice Lab	10 X 10	1	North Side Library Parking Lot	PY4 772
42-49	Inflatable Jungle Obstacle Course	73 X 15	Generator	North Side Library Parking Lot	
50	Caricature Artist (1-7pm)	10 X 10	None	North Side Library Parking Lot	N/A
51	Shorewest Realty	10 X 10	None	North Side Library Parking Lot	668 WMA
52	MTEF	10 X 10	None	North Side Library Parking Lot	
53	Julie’s Blue Ribbon Cookies	10 x 10	None	North Side Library Parking lot	AES 1104
54	BE Martial Arts	10 x 10	None	North Side Library Parking Lot	515 LAR
55	Christ Alone Evangelical Lutheran Church	10 x 10	None	North Side Parking Lot	N/A
56	Alliance Realty Group & Pet Photos	10 X 10	None	North Side Parking Lot	AEE 3136
57 – 57a	Dog Gone Great – DOG TRUCK	10 x 20	None	North Side Parking Lot	AJR 4554

Attachment: Space Number Assigned Library Parking Lot 2023 - SPACE NUMBER ORDER (8723 : Library Parking Lot Assignments)

PARKING PERMIT

T.O.M.
Baree/Chael/
Daly Taco
#80, 81, 82, 83

PARKING PERMIT

T.O.M.
Smokin' C's
#60
North Entry

PARKING PERMIT

T.O.M.
Children's Area
Tots on the Street
#40

SETUP

Main Check in (2)	8:30 to Noon	Christine M.	Jenne
Drive Flagger (1)	8:30 to Noon	Tracy	
Cedarburg Rd North-end	8:30 to Noon	Lisa L.	
Cedarburg Rd Center	8:30 to Noon	Vanessa	Miranda
Children's Area	8:00 - 11:30	Carrie(Access Road)	Deanna
Homestead Parking Setup (2)	8:00 - 8:30	Christine M.	Jenne
Vendor Check-In Sign at Mequon Road Entrance	8:00 - 8:30	Tracy	
Inflatables arrive at North Entrance	10am		
Food Trucks arrive at North Entrance	11:15am		
		Smokin' C's Frankies	Falafel Guys That Taco Guy
Greeter - South Info Booth (5 ttl)			Greek Street Eats S & T Cuisine
11:45 to 2:00	Ericka Foeger/Lisa Beschta		
2:00 - 4:00	2		
4:00 - 6:00	Andy Nerbun		

Main Stage		
12:00-9:00	Lisa L.	
Children's Area (12 total))	Trampoline	Obstacle Course
11:45 to 2:00	2	2
2:00 to 4:15	1	1
4:15 to 6:30	1	1
6:30 to 7:30	Tracy	Christine
7:30 to 8:30	Jenne	Miranda

Daytime Coverage: Sign-up for 2

12-230pm	Deanna	Miranda	Jenne	
230-5pm	Deanne	Miranda	Jenne	
5-7pm	Jenne	Miranda	Tracy	Christine
7-9pm	Jenne	Miranda	Tracy	Christine

VENDOR LOAD-OUT- 4 light-up batons for flaggers

Cedarburg Rd South-end Flagger to get vendors onto Street	9pm-10pm	Tracy	
Cedarburg Rd North-end Flaggers	9pm-10pm	Lisa L.	Jenne
Flagger @ Children's Area/Cedarburg Rd Intersection	9pm-10pm	Christine	
Cedarburg Rd Dismissal	9pm-10pm	Vanessa	Miranda

Children's Area Dismissal	9pm-10pm	Deanna	Carrie
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