



**FOOD VENDOR FORM**

**21<sup>th</sup> Annual Hub City Days**  
**Saturday, July 26th, 2025**

Contact Name: \_\_\_\_\_

Business/Organization: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

Seller Permit# \_\_\_\_\_, SS# \_\_\_\_\_ or Tax ID # \_\_\_\_\_

1. Specific menu items to be sold: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. \_\_\_\_\_ = number of 10x20 spaces reserved @ \$150 from 10 a.m. to 3 p.m.

- This fee is waived for businesses within the Downtown BID.
- **This time slot is capped at 12 food vendors.**

\_\_\_\_\_ = number of 10x20 spaces reserved @ \$250 from 10 a.m. to 11 p.m.

- This fee is waived for businesses within the Downtown BID.
- **This time slot is capped at 6 food vendors.**

3. Additional comments:

\_\_\_\_\_  
\_\_\_\_\_

## Hub City Days Food Vendor Requirements

1. In order to participate in Hub City Days, you must return **this completed application** along with the completed and signed **Hold Harmless Agreement** and a **copy of your certificate of insurance** no later than **July 1<sup>st</sup>, 2025** to Main Street Office Assistant Diane Gallatin: [211 South Central Avenue, Ste. A, Marshfield, WI 54449 / info@mainstreetmarshfield.com](mailto:info@mainstreetmarshfield.com)
2. A City of Marshfield permit is required to be on file with the City prior to the event. To obtain an application and address questions, contact the City of Marshfield clerk's office: (715) 486-2023.
3. Vendors should also hold a Wood County food permit. For any questions regarding this permit, contact the Wood County Health Department: (715) 421-8911.
4. Vendors must provide their own fire extinguisher. A fire inspector will visit each vendor the day of the event.
5. Vendors requiring electricity must provide their own generator. Light poles only have 20 amp outlets. Vendors must also bring their own extension cords and cord covers.
6. If selected as a vendor for Hub City Days, you will receive a vendor number to be displayed at your location. A representative from Main Street will visit each vendor the day of the event to ensure only approved vendors are in attendance.
7. Main Street Marshfield reserves the right to refuse space to merchants with less than quality merchandise or if there is duplication of product.



**VENDOR HOLD HARMLESS AGREEMENT**

**21<sup>th</sup> Annual Hub City Days**  
Saturday, July 26th, 2025

The person signing this agreement, for themselves and for their business, agents, and all other persons associated with them, waives and releases Main Street Marshfield, Inc. and its agents, employees, and officers, from any liability arising out of the use of Hub City Days as a vendor, and will indemnify, hold harmless and defend Main Street Marshfield, Inc. and the City of Marshfield, their agents, employees, and officers from any and all claims whatsoever, including but not limited to claims for death, personal injury, property damage and theft, including reasonable attorney's fees and court costs arising directly or indirectly from the use by the undersigned of the Hub City Days exhibit area.

Signature : \_\_\_\_\_ Date: \_\_\_\_\_

Name : \_\_\_\_\_ Phone: \_\_\_\_\_  
*Please print*

Business/Organization : \_\_\_\_\_

Main Street Marshfield, Inc.  
211 S Central Ave, Suite A  
Marshfield, WI 54449  
[www.mainstreetmarshfield.com](http://www.mainstreetmarshfield.com)

(715) 387-3299 phone  
(715) 387-2286 fax  
[info@mainstreetmarshfield.com](mailto:info@mainstreetmarshfield.com)



# FOOD TRUCK LICENSE APPLICATION

City of Marshfield, Wisconsin

207 W 6<sup>th</sup> Street, Marshfield, WI 54449

\$25.00 Annual Fee



New  Renewal

Food Truck  Food Cart  Food Tent

Have you contacted the County Health Department regarding your food license?  Yes  No

Have you reviewed the Fire Code Requirements attached to this form?  Yes  No

Licensing period July 1, 20\_\_\_\_ - June 30, 20\_\_\_\_

*The license shall, if issued be from the date of issuance to June 30 unless the license is revoked for cause by the Common Council or Fire Department prior to that date.*

<b>NAME OF APPLICANT</b>				
<b>BUSINESS NAME</b>				
<b>MAILING ADDRESS</b>	Street	City	State	Zip
<b>OWNER NAME</b> If different from above	First	Last		
<b>BUSINESS PHONE #</b>				
<b>EMAIL ADDRESS</b>				

I, the undersigned, do hereby apply for a license to serve food, subject to the limitations imposed by City of Marshfield Municipal Code 9-55 and all acts amendatory and supplementary of those sections, and thereby agree to comply with all laws, resolutions, ordinances and regulations, Federal, State or Local, affecting the sale of such items if a license is granted to me. I certify that I am at least eighteen years of age and that the statements in the foregoing application subscribed to me are true and correct to the best of my knowledge. I further acknowledge that I have read the "Fire Code Requirements" on the back of this sheet and comply with all rules set forth under NFPA 96 or NFPA 1, 2012. If upon inspection, a representative of the Fire Department finds I am not in compliance, my license will be revoked and a refund will not be issued.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### OFFICE USE ONLY

<b>Approval of Municipal Authority</b>			
<input type="checkbox"/> APPROVE <input type="checkbox"/> DENY Issued by: _____			
<b>Customer Code:</b>	<b>Granted:</b>	<b>License #</b>	<b>Receipt #:</b>

## **Food Vendor Fire Code Regulations**

### **Per Wisconsin State Statute**

#### **SPS 314.001 Adoption and application.**

##### **(1) NFPA 1.**

**(a) *Adoption of model fire code.*** NFPA 1, *Fire Code* — 2012, subject to the modifications specified in this chapter, is hereby incorporated by reference into this chapter.

### **Per NFPA 1: Chapter 50 – Commercial Cooking Equipment**

#### **50.2.1.1**

Cooking equipment used in processes producing smoke or grease-laden vapors shall be equipped with an exhaust system that complies with all the equipment and performance requirements of this chapter. [96:4.1.1]

#### **50.2.1.9**

Cooking equipment used in fixed, mobile, or temporary concessions, such as trucks, buses, trailers, pavilions, tents, or any form of roofed enclosure, shall comply with NFPA 96 or this chapter unless otherwise exempted by the AHJ in accordance with 1.3.2 of NFPA 96. [96:4.1.9]

#### **50.4.4.1**

Fire-extinguishing equipment shall include both automatic fire-extinguishing systems as primary protection and portable fire extinguishers as secondary backup. [96:10.2.1]

### **Per NFPA 96: Standard for Ventilation Control and Fire Protection of Commercial Cooking Operations**

#### **4.1.1**

Cooking equipment used in processes producing smoke or grease-laden vapors shall be equipped with an exhaust system that complies with all the equipment and performance requirements of this standard.

#### **10.1.1**

Fire-extinguishing equipment for the protection of grease removal devices, hood exhaust plenums, and exhaust duct systems shall be provided.

#### **10.1.2**

Cooking equipment that produces grease-laden vapors and that might be a source of ignition of grease in the hood, grease removal device, or duct shall be protected by fire-extinguishing equipment.

#### **10.2.3**

Automatic fire-extinguishing systems shall comply with ANSI/UL 300 or other equivalent standards and shall be installed in accordance with the requirements of the listing.

#### **10.9.2**

Class K fire extinguishers shall be provided for cooking appliance hazards that involve combustible cooking media (vegetable oils and animal oils and fats).

### 10.9.3

Portable fire extinguishers shall be provided for other hazards in kitchen areas and shall be selected and installed in accordance with NFPA 10.

### 10.9.5

Portable fire extinguishers shall be maintained in accordance with NFPA 10.

### **Exemptions per SPS 314.50 (MUST MEET ALL 3)**

**SPS 314.50 Commercial cooking equipment for mobile kitchens.** This is a department exception to the requirements in NFPA 1 sections 50.2.1.1 and 50.4: Neither an exhaust hood nor an automatic fire suppression system is required for a mobile kitchen where all of the following conditions are met:

- (1) The kitchen is less than 365 square feet in size.
- (2) The kitchen is used on fewer than 12 days in a calendar year, for the purpose of cooking.
- (3) The owner or operator of the kitchen maintains a record demonstrating compliance with sub. (2), retains the record with the kitchen, and makes the record available to an inspector upon request.

Grease is defined by NFPA 96 as rendered animal fat, vegetable shortening, and other such oily matter used for the purposes of and resulting from cooking and/or preparing foods.

An exhaust hood nor an automatic fire suppression system shall be required for cooking or preparing non-grease laden foods. Concessions used for keeping food warm and not preparing food, with the AHJ's approval, shall not need an exhaust hood and/or fire suppression system.

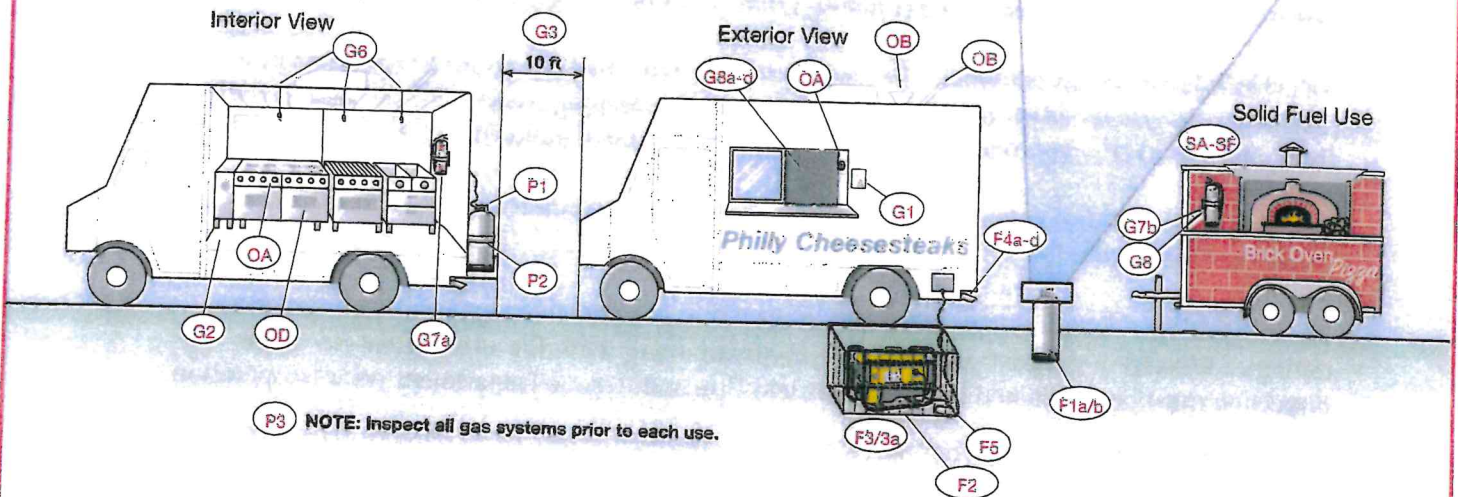
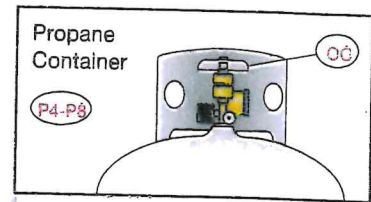
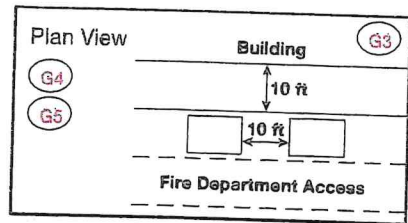
Exhaust hoods and fire suppression systems must meet the manufacturing requirements set forth within the Fire Code.

Prior to issuing a license to operate, proof in the form of hood cleaning and fire suppression testing conducted in the past year must be submitted along with this application -or- a fire inspection must be conducted by the Marshfield Fire and Rescue Department prior to operation.

**NOTE: THIS IS NOT AN ALL-INCLUSIVE LIST OF FIRE CODE REGULATIONS PERTAINING TO TEMPORARY CONCESSIONS. THIS SHEET ONLY PROVIDES GUIDANCE RELATED TO THE MOST COMMON VIOLATIONS ENCOUNTERED WHEN INSPECTING FIRE PROTECTION SYSTEMS IN TEMPORARY CONCESSIONS. NFPA 1, FIRE CODE – 2012 PROVIDES CODE REQUIREMENTS PERTAINING TO ELECTRICAL SYSTEMS, EXITING, AND ALL OTHER ENFORCEABLE SAFETY FEATURES. ALL REGULATIONS AND CODE REQUIREMENTS LISTED IN NFPA 1, FIRE CODE – 2012, AND REFERENCED CHAPTERS AND CODES WITHIN NFPA 1, APPLY AND WILL BE ENFORCED BY THE MARSHFIELD FIRE AND RESCUE DEPARTMENT.**



# FOOD TRUCK SAFETY



NFPA code references are provided at the end of each item. The red keys correspond to the NFPA food truck safety diagram. For more detailed information, see NFPA 1 and Annex B in NFPA 96.

### General Safety Checklist

- Obtain license or permits from the local authorities. [1:1.12.8(a)] **G1**
- Ensure there is no public seating within the mobile food truck. [1:50.7.1.6.3] **G2**
- Check that there is a clearance of at least 10 ft away from buildings, structures, vehicles, and any combustible materials. [96:7.8.2; 96:7.8.3 for carnivals only] **G3**
- Verify fire department vehicular access is provided for fire lanes and access roads. [1:18.2.4] **G4**
- Ensure clearance is provided for the fire department to access fire hydrants and access fire department connections. [1:13.1.3; 1:13.1.4; 1:13.1.5] **G5**
- Check that appliances using combustible media are protected by an approved fire extinguishing system. [96:10.1.2] **G6**
- Verify portable fire extinguishers have been selected and installed in kitchen cooking areas in accordance with NFPA 10. [96:10.9.3] **G7a**
- Where solid fuel cooking appliance produce grease-laden vapors, make sure the appliances are protected by listed fire-extinguishing equipment. [96:14.7.1] **G7b**
- Ensure that workers are trained in the following: [96:B.15.1] **G8**
  - Proper use of portable fire extinguishers and extinguishing systems [10:1.2] **G8a**
  - Proper method of shutting off fuel sources [96:10.4.1] **G8b**
  - Proper procedure for notifying the local fire department [1:10.14.9 for carnivals only] **G8c**
  - Proper procedure for how to perform simple leak test on gas connections [58:6.16, 58:6.17] **G8d**



# FOOD TRUCK SAFETY CONTINUED

## Fuel & Power Sources Checklist

- Verify that fuel tanks are filled to the capacity needed for uninterrupted operation during normal operating hours. [1:10.14.10.1 for carnivals only] **F1a**
- Ensure that refueling is conducted only during non-operating hours. [96:B.18.3] **F1b**
- Check that any engine-driven source of power is separated from the public by barriers, such as physical guards, fencing, or enclosures. [96:B.16.2.2] **F2**
- Ensure that any engine-driven source of power is shut down prior to refueling from a portable container. [1:11.7.2.1.2] **F3**
- Check that surfaces of engine-driven source of power are cool to the touch prior to refueling from a portable container. **F3a**
- Make sure that exhaust from engine-driven source of power complies with the following: **F4**
  - At least 10 ft in all directions from openings and air intakes [96:B.13] **F4a**
  - At least 10 ft from every means of egress [96:B.13] **F4b**
  - Directed away from all buildings [1:11.7.2.2] **F4c**
  - Directed away from all other cooking vehicles and operations [1:11.7.2.2] **F4d**
- Ensure that all electrical appliances, fixtures, equipment, and wiring complies with the NFPA 70® [96:B.18] **F5**

## Propane System Integrity Checklist

- Check that the main shutoff valve on all gas containers is readily accessible. [58:6.26.4.1(3)] **P1**
- Ensure that portable gas containers are in the upright position and secured to prevent tipping over. [58:6.26.3.4] **P2**
- Inspect gas systems prior to each use. [96:B.19.2.3] **P3**
- Perform leak testing on all new gas connections of the gas system. [58:6.16; 58:6.17] **P4**
- Perform leak testing on all gas connections affected by replacement of an exchangeable container. [58:6.16; 58:6.17] **P5**
- Document leak testing and make documentation available for review by the authorized official. [58:6.26.5.1(M)] **P6**
- Ensure that on gas system piping, a flexible connector is installed between the regulator outlet and the fixed piping system. [58:6.26.5.1(B)] **P7**
- Where a gas detection system is installed, ensure that it has been tested in accordance with the manufacturer's instructions. [96:B.19.2.1] **P8**

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## Operational Safety Checklist

- Do not leave cooking equipment unattended while it is still hot. (This is the leading cause of home structure fires and home fire injuries.) **OA**
- Operate cooking equipment only when all windows, service hatches, and ventilation sources are fully opened. [96:14.2.2; 96:14.2.3] **OB**
- Close gas supply piping valves and gas container valves when equipment is not in use. [58:6.26.8.3] **OC**
- Keep cooking equipment, including the cooking ventilation system, clean by regularly removing grease. [96:11.4] **OD**

## Solid Fuel Safety Checklist (Where Wood, Charcoal, Or Other Solid Fuel Is Used)

- Fuel is not stored above any heat-producing appliance or vent. [96:14.9.2.2] **SA**
- Fuel is not stored closer than 3 ft to any cooking appliance. [96:14.9.2.2] **SB**
- Fuel is not stored near any combustible flammable liquids, ignition sources, chemicals, and food supplies and packaged goods. [96:14.9.2.7] **SC**
- Fuel is not stored in the path of the ash removal or near removed ashes. [96:14.9.2.4] **SD**
- Ash, cinders, and other fire debris should be removed from the firebox at regular intervals and at least once a day. [96:14.9.3.6.1] **SE**
- Removed ashes, cinders, and other removed fire debris should be placed in a closed, metal container located at least 3 ft from any cooking appliance. [96:14.9.3.8] **SF**

## NFPA RESOURCES

- NFPA 1, *Fire Code*, 2018 Edition
- NFPA 1 *Fire Code Handbook*, 2018 Edition
- NFPA 58, *Liquefied Petroleum Gas Code*, 2017 Edition
- LP-Gas Code Handbook*, 2017 Edition
- NFPA 70®, *National Electrical Code*®, 2017 Edition
- National Electrical Code*® *Handbook*, 2017 Edition
- NFPA 96, *Standard for Ventilation Control and Fire Protection of Commercial Cooking Operations*, 2017 Edition
- NFPA 96: *Standard for Ventilation Control and Fire Protection of Commercial Cooking Operations Handbook*, 2017 Edition



IT'S A BIG WORLD.  
LET'S PROTECT IT TOGETHER.

NOTE: This information is provided to help advance safety of mobile and temporary cooking operations. It is not intended to be a comprehensive list of requirements for mobile and temporary cooking operations. Check with the local jurisdiction for specific requirements. This safety sheet does not represent the official position of the NFPA or its Technical Committees. The NFPA disclaims liability for any personal injury, property, or other damages of any nature whatsoever resulting from the use of this information. For more information, go to [nfpa.org/foodtrucksafety](http://nfpa.org/foodtrucksafety)