



Department of Planning & Community & Economic Development
Economic Development Division
Office of Business Resources - Street Vending

Warren Hansen, Coordinator

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Mall/Concourse Food Vendor Licensing Checklist

Dear Food Vendor Applicant:

The new street vending season will begin on Tuesday, April 15, 2008. The first Dane County Farmers Market begins on Saturday, April 19th, 2008.

The following is a list of items you need to include in order to be issued a license. I have checked the items I have already received from you and am holding them in my office:

- Mall/Concourse Food Vendor Application
- General Liability Insurance naming City of Madison as Additional Insured
- Wisconsin State Tax Number (Returning Vendors: Tax number; new applicants: copy of tax number document)
- Electrical Use form (Completed by you & Fee)
- Photo of Primary Food Vendor (Provided by you)
- Street Vendor Application for each person selling in your food cart/tent (Separate application signed by each street vendor, if you know who they are)
- Copy of current food and drink permit
- Copy of current mobile restaurant base license
- A photo or detailed drawing of the cart or tent
- Mall/Concourse Food Vendor: \$800
- Fee(s) for Street Vendor License(s): \$120 x _____ = _____ Total
(Annual: \$120 each; Monthly \$60 each)

Please contact me if you have any questions.

Sincerely,

Warren Hansen
Street Vending Coordinator
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