



Department of Planning & Community & Economic Development

Economic Development Division

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Office of Business Resources

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Please call ahead for appointment.

Office of Economic Revitalization

Office of Real Estate Services

September 2015

2015 Fall Food Cart Review Dates and Times for Vendors

- **LIBRARY MALL – Monday, September 21st through Friday September 25, 2015, 11:30 a.m. until 2:00 p.m.** About 25 food review panelists will evaluate your cart during those hours throughout the week. They will not return the following week.
- **CAPITOL SQUARE – Monday, September 28th through Friday, October 2nd, 2015, 11:30 a.m. to 2:00 p.m.** About 25 food review panelists will evaluate your cart during those hours throughout the week. The panelists will not visit you the previous week.
- **SATURDAY, September 26th, 8 a.m. to noon - Food vendors who operate only on Saturdays** will be reviewed in their sites on the outer Capitol Square on Saturday, September 26th. Four Vendors on the 2015 waiting list, who met the September 1st application deadline, will have sites on Martin Luther King, Jr., Blvd. that day. They will not be reviewed the following Saturday.
- **SATURDAY, October 3rd, 8 a.m. until noon – Eleven (11) additional new** applicants will be assigned a one-day site on Martin Luther King, Jr., Blvd. Unlicensed vendors may not be open to the public.
- **New Applicants will have inspections on their assigned Saturday morning by the City-County Health Department and Building Inspection Units.** Inspection fees will not be required until after you have been assigned a site on the Mall/Concourse or elsewhere as a Madison food vendor.
- **A list of names of the food review panelists** will be distributed to you so that you can check them off if you want to after they have visited you. Each one will have an ID card. Do not give free food to anyone who has not shown you this year's ID.

Menu Changes

If you are a returning applicant, this is your opportunity to change your menu for the year beginning April 15, 2016. Except during the week of food cart review, you must serve only this year's approved menu during all other days of the current vending season.

The Scoring System

1.	Food (a possible zero to 40 points)	40
2.	Apparatus (cart or tent – a possible zero to 40 points)	40
3.	Originality (a possible zero to 20 points)	20
4.	Seniority Points (one per consecutive year up to seven)	+7
		107

You will lose one point for each significant Health or Vending violation committed by you during the previous fiscal year (July through June). **You must score seventy (70) or more points in order to be eligible for a food vending site on the Mall/Concourse.** When more than one vendor has requested the same site, the vendor with the higher score will get the site. **If there are many applicants achieving a score of 70 or more points, a waiting list for a Mall/Concourse site assignment will be created based on the rank-ordered list of scores.**

Originality

We encourage originality. Remember that the uniqueness of your menu and cart or tent is an important portion of your evaluation. If your menu is similar to another vendor's menu, you may both get a lower score for originality. **If you are the only vendor who has your type of menu, you are far more likely to get a higher score for originality.**

Sincerely,

Warren Hansen
Street Vending Coordinator