

**Huntingburg Heritage, Inc.
Huntingburg Herbstfest
Booth Application**

Complete the form below to reserve a position for your non-profit's booth at the Herbstfest beginning Thursday, September 27th, 2018 through Sunday, September 30th, 2018. Booth operators are required to pay a \$50.00 booth fee when reserving a space which is NON-refundable if you do not show up. Please have your application and deposit mailed to us as soon as possible.

Organization Name _____

Contact Person _____

Address _____

Cell Phone # _____

Email Address: _____

Please give a brief description of your game or main food item. (Please note that the Herbstfest reserves the right to refuse an application if it duplicates the main item or activity of an existing vendor. Therefore, it is imperative that you be specific when completing your application and returning it to address below as soon as possible. Thanks!)

Make checks payable to: Huntingburg Heritage, Inc.

*****MUST BE TURNED IN BY AUGUST 1st IF YOU WANT TO
BE IN THE HERBSTSFEST FLYER*****

***Entry forms, along with the NON REFUNDABLE \$50.00
booth fee should be returned to the address below:***

**Huntingburg Herbstfest Committee
Booth Applications
P.O. Box 84
Huntingburg, IN 47542-0084**

Huntingburg Herbstfest
Booth Financial Report

Booth operators are required to pay a minimum **NON REFUNDABLE \$50.00 booth fee** when reserving a space. Ten percent of **GROSS REVENUE** during the Herbstfest shall be paid to Huntingburg Heritage before October 31, 2018. **A late fee of \$25.00 will be added for reports not sent in by the above date.** Your organization is required to **record the amount of gross receipts on this form for each day.** This is a **recapitulation form and shall be turned in by the date indicated above with your remittance.**

Booth Name _____

Filed By _____

Address _____

Phone cell# _____

Gross Revenue	Food & Drink Revenue	Other Revenue
Thursday	_____	_____
Friday	_____	_____
Saturday	_____	_____
Total Gross Revenue	_____	_____
Total Combined (Food & Other) Gross Revenue	_____	
Ten percent (10%) of Total Combined Revenue	_____	
Balance due Huntingburg Heritage Inc.	_____	

The financial report along with the payment (**check only**) must be received at the address below by October 31, 2018.

Huntingburg Heritage, Inc.
ATTENTION: FOOD BOOTHS
P.O. Box 84
Huntingburg, IN 47542-0084

HERBSTFEST BOOTH INSTRUCTIONS AND INFORMATION

- Trailers/Trucks: Parking trucks or trailers on the grass by permission only. Any damage to the ground will be the responsibility of the individuals parking on the grass.
- Trash: Each booth will be given one trash box to be placed in front of each booth. Each booth is responsible for removing their own trash from their own booth. Each booth will need to supply their own trash containers for inside the booth.
- Frying & Grilling: If you are using a fryer or grill you will need to bring something to block guests from coming in contact with them. (Ex. Orange fencing.)
- Eligibility: Not-for-profit organizations serving the Dubois County area. Booths may not duplicate the main food item of another organization.
- Booth size: **Maximum size is 12 feet by 12 feet with 4 feet (mandatory by Fire Marshall) between booths on either side.**
- Set-Up: May begin set up on Monday Sept. 24th. Must be set up by 3:00PM Wednesday Sept. 26th. for Fire Marshall inspection. Electrical Utility personnel will provide electricity to the booth panel. Review your electrical needs and be prepared to discuss these with the electrical department. Electrical issues need to be addressed and satisfactory before 12:00 pm on Wednesday. Booths must be removed from the park by Tuesday, October 2nd.
- Operating Hours: Thursday, September 27, 5:00 p.m. - 9:00 p.m.
Friday, September 28, 5:00 p.m. – 11:00 pm
Saturday, September 29, 11:00 a.m. – 11:00 pm.

Booths must remain open during all Herbstfest hours

- Identification: Each stand must have at least one four-foot identification sign showing the name of the organization displayed on the front of the booth above the serving counter. Please make it a nice, readable, quality sign.
- Sanitation: **Grease must be removed from the park and disposed of properly and no dumping of water on the ground or grass area is allowed!**
- Parking: No special parking is provided. Handicap spaces are reserved for specifically identified vehicles. **Delivery vehicles must vacate the booth area prior to opening times. One lane of traffic must be kept open at all times in the booth area. If unloading to setup, remove supplies then move vehicle immediately to allow others thru the park.**
- Charges and Fees: **Minimum NON-REFUNDABLE booth fee is \$50.00. 10% of GROSS REVENUE is to be remitted to Huntingburg Heritage, Inc. by October 31, 2018. A late fee of \$25.00 will be added if payment is not received by above date.**

Indiana Fire Code For Tents and Structures

- All booths MUST have “No Smoking Signs” posted.
- Smoking is not permitted in any booth.
- Fire Resistant Tarps
 1. ALL COOKING booths must have a fire resistant tarp
 2. Label must be attached to the tarp
 3. Label must be visible to the inspector
 4. If no label – it must be considered non-fire resistant
- Fire Extinguishers
 1. All booths MUST have a fire extinguisher
 2. All booths minimum 2A 10BC
 3. Booths with deep frying 40 rated BC and a 2A 10 BC (K-Extinguisher)
 4. Must have a properly dated inspection label
 5. Fire Extinguisher must be MOUNTED – not on the floor
- L.P. & Co2 Tanks
 1. All tanks must be secured
 2. L.P. tanks must be 10’ away from cooking appliance and any structure
 3. Pop-off valve must be pointed away from booth area
- Cooking in Booths
 1. NOT PERMITTED– open flame (gas grills, charcoal grills, or other cooking devices) Open flame shall not be permitted within 10’ from the booth
 2. Approved appliances allowed (popcorn machines, nacho cheese warmers, etc.)
 3. Equipment designed to be vented
 4. Electric cooking within booths permitted
 5. Vents must be 12’ from temporary structures or canopies
 6. Vent must be extended from structure (tube)
- Straw or Hay Bales
 1. Materials must be made fire retardent
 2. Keep documentation
 3. Keep receipt of product
 4. Keep person’s name that applied material
- Cardboard
 1. Used for comfort on pavement
 2. Changed when grease filled
 3. NOT permitted in ceiling area
- Extension Cords
 1. Cords must meet minimum size
 2. Adaptors not permitted
 3. Electric cords CANNOT have any slices or repairs
 4. Extension cords MUST be the grounded type. You may plug a “strip” into the extension cord provided the strip has a circuit breaker built in.
 5. The home style (usually brown) extension cords are not approved.

Health Department Regulations

- Must have overhead protection (except grills and fryers) according to fire code rules.
- Hand sanitizers and gloves are NOT a substitute for handwashing.
- Sufficient lighting is required. Light bulbs must be shielded using break resistant covers.
- No chemical fly strips are allowed.
- **Tobacco use and eating are not allowed inside the stand.**
- Drinks must have a lid and straw and properly located away from food preparation areas. (This applies to volunteers working in the booth.)
- There is NO bare hand contact with ready to eat items. Plastic gloves MUST be worn.
- Only food requiring limited preparation is allowed.
- Food, utensils, and single service items must be stored at least 6" off the floor or ground.
- All HOT foods must be maintained above 135 degrees.
- All COLD foods must be maintained below 41 degrees.
- A thermometer must be provided to monitor food temperatures.
- Reheating foods so that all parts of the food reach 165 degrees rapidly.
- DO NOT store food or any other items in ice that will be used for consumption.
- Condiments must be dispensed in single type packaging, in pump-style dispensers or protected squeeze bottles, shakers, or similar dispensers which prevent contamination.
- Foods must be protected from consumer contamination at all times.
- Booth workers must wash hands at regular intervals and before reporting to work.
- Sanitizer buckets or spray bottles must be available at all times (2 teaspoons of bleach to 1 gallon of water).
- Ice, which is to be consumed, must come from an approved source and be labeled properly.
- Ice must be kept in closed/covered containers and dispensed with ice scoops or proper utensils. To prevent contamination, ice bags should not be dropped on the ground to break up ice.
- Ice for consumption may not be used for storage of food or beverage products.
- Storage of open food in contact with ice is prohibited.
- **THERE IS TO BE NO SMOKING IN OR WITHIN 8 FEET OF ANY BOOTH. IF YOU ARE CAUGHT SMOKING IN THE BOOTH YOU WILL BE ASKED TO CLOSE YOUR BOOTH FOR THE DAY.**

Huntingburg Herbstfest Booth Regulations

1. **Dates:** September 27-30, 2018
2. **Hours:** Thursday: 5:00 pm – 9:00 pm
Friday: 5:00 pm – 11:00 pm
Saturday: 11:00 am – 11:00 pm
3. **Set-up and Tear-Down:** Set-up may begin on Monday September 24th and **MUST** be complete by 3:00 pm Wednesday September 26TH. Tear-down may begin on Sunday September 30th after the parade has ended and out of the park.
4. **Distribution of receipts:** 10% of each booth's **GROSS INCOME** are to be paid to the Herbstfest no later than October 31, 2018. These monies are used to provide Entertainment, advertising, supplies, etc. Make all checks payable to Huntingburg Heritage Inc., P.O. Box 84 Huntingburg, In 47542.
5. **Electricity:** Electricity up to the booth will be provided. Each booth must be Prewired with a 220/110 volt fused or circuit breaker panel that will service your own electrical needs. Any additional electrical requested or requirements will be at your own expense.
6. **Rubbish & Trash Removal:** All booths are responsible for the removal of rubbish and trash from inside their booth each night. A trash box will be provided for the front of each booth each night. Each booth must supply their own trash containers for inside their own booth.
7. **Insurance:** If insurance against loss of any nature is desired, it is to be obtained and carried by the exhibitor. The Herbstfest insurance policy does not cover your organization or booth.
8. **No Soliciting Through The Crowd Will Be Permitted.**
9. **Fire Extinguishers and propane tanks: ALL BOOTHS ARE REQUIRED** to have an extinguisher (must be 2A 10BC). Deep frying booths must have a K rated fire extinguisher, for possible cooking or electrical fires. **All extinguishers must be mounted** (not on the floor) and have a properly dated inspection label. Propane (and any pressurized) tanks must be secured and placed outside the booth. State Fire Marshall will be inspecting each booth to make sure that your booth is compliant.
10. A standard first-aid kit must be in each booth.
11. All booths are to be non-profit that serve Dubois County.
12. Duplication of items sold per booth is not permitted.
13. An adult must be present in all booths during operating hours.
14. **Fire Resistant Tarps:** All cooking booths must have a fire-resistant tarp. Metal or tin roofing is allowed and preferred for deep frying items. The identification label must be attached to the tarp and visible. Cardboard is not permitted in the ceiling area of the booth.
15. **Reminder Huntingburg City Park is a 100% NON-SMOKING ZONE. City enforced.**