

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 23, 5:00 p.m. - 9:00 p.m.
Friday, September 24, 5:00 p.m. – 11:00 pm
Saturday, September 25, 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, 2021. A late fee of \$25.00 will be added if payment is not received by above date.**