

Huntingburg Herbstfest Booth Regulations

- 1. Dates:** September 21-23, 2023
- 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 18th and **MUST** be complete by 3:00 pm Wednesday September 20th. Tear-down may begin on Sunday September 24th after the parade has ended and out of the park.
- 4. Distribution of receipts:** 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.
 - **Non-profit booths:** 10% of each booth's **GROSS INCOME** is to be paid to the Herbstfest no later than October 31, 2023.
 - **Profit booths:** 15% of each booth's **GROSS INCOME** is to be paid to the Herbstfest no later than October 31, 2023.
- 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 requests 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. The State Fire Marshall will be inspecting each booth to make sure that your booth is compliant.
- 10. First-Aid:** A standard first-aid kit must be in each booth.
- 11. Non-Profit:** All booths are to be non-profit that serve Dubois County.
- 12. Food:** Duplication of items sold per booth is not permitted.
- 13. Supervision:** 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.

Huntingburg Herbstfest Booth Instructions & Information

- ★ **Trailers/Trucks:** Parking trucks or trailers on the grass are 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 encountering them. (Example: Orange fencing.)
- ★ **Eligibility:** 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:** Organizations may begin set-up on Monday Sept. 18th and must be completely set-up by 3:00 pm Wednesday Sept. 20th for Fire Marshall inspection. Electrical Utility personnel will provide electricity to the booth panel. Review your electrical needs and be prepared to discuss these needs 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, September 26th.
- ★ **Operating Hours:** Thursday, September 22, 5:00 p.m. - 9:00 p.m.
Friday, September 23, 5:00 p.m. — 11:00 pm
Saturday, September 24, 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. 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 handicap vehicles. Delivery vehicles must vacate the midway area **prior to opening times**. One lane of traffic must be **always kept open** in the midway. If unloading to set-up, remove supplies then move vehicles **immediately** to allow others through the park.
- ★ **Charges and Fees:** Minimum NON-REFUNDABLE booth fee is \$50.00. 10% of GROSS REVENUE is to be submitted to Huntingburg Heritage, Inc. by October 31, 2023. A late fee of \$25.00 will be added if payment is not received by above date.