

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

*Complete the form below to reserve a position for your booth at the Huntingburg Herbstfest beginning Thursday, September 25, 2025 through Sunday, September 28, 2025. Please have your application mailed to us by August 1, 2025. If you would like your booth information to be printed in the Herbstfest brochure, please have your application turned in by July 18, 2025.*

Organization Name: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Address: \_\_\_\_\_

Cell Phone #: \_\_\_\_\_

Email Address: \_\_\_\_\_

Please give a brief description of your ALL food items. Please place a ★ by your “main” food item.

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

Mail checks payable to: **Huntingburg Heritage, Inc.**

**\*\*\*APPLICATION MUST BE RETURNED BY July 18<sup>th</sup> IF YOU WANT TO BE  
PUBLISHED IN THE HERBSTFEST FLYER\*\*\***

Huntingburg Heritage, Inc.  
Attn: Booth Applications  
P.O. Box 84  
Huntingburg, IN 47542-0084

# ***Huntingburg Herbstfest Food Booth Regulations***

- 1. Dates:** September 25-27, 2025
- 2. Hours:** Thursday: 5:00 pm – 9:00 pm  
Friday: 5:00 pm – 11:00 pm  
Saturday: 11:00 am – 11:00 pm  
*All times are Eastern Standard Time (EST)*
- 3. Set-up and Tear-Down:** Set-up may begin on Monday, September 22nd, and **MUST** be completed by 3:00 pm Wednesday, September 24th for the Fire Marshall. Tear-down may begin on Sunday, September 28th, after 9:00 am but must stop by 12:30 pm in order for those participating in the parade to use the park, if needed. Once the parade has ended and out of the park, tear-down may commence. Booths must be removed from the park by Tuesday, September 30th..
- 4. Distribution of receipts:** These monies are used to provide entertainment, advertising, supplies, etc. Make all checks payable to: Huntingburg Heritage Inc.
  - **Non-profit booths:** 10% of each booth's **GROSS INCOME** is to be paid to the **Herbstfest no later than October 17, 2025.**
- 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 main 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 Food 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. 22nd, and must be completely set-up by 3:00 pm Wednesday Sept. 24<sup>th</sup> 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 30th.
- ★ **Operating Hours:**  
Thursday, September 25, 5:00 p.m. - 9:00 p.m.  
Friday, September 26, 5:00 p.m. — 11:00 pm  
Saturday, September 27, 11:00 a.m. — 11:00 pm.  
***All times are Eastern Standard Time (EST)***  
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 **always be 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. **no later than October 17, 2025.**
  - A late fee of \$25.00 will be added if payment is not received by above date.

## Huntingburg Herbstfest Food 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 17, 2025. **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 #      Day \_\_\_\_\_ Night \_\_\_\_\_ 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 117, 2025

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