

Huntingburg Heritage, Inc.
Huntingburg Herbstfest
**Service Vendor 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.

Booth Name: _____ Contact Person: _____

Address: _____

Cell Phone #: _____ Email Address: _____

Please give a brief description of the services you are planning to provide at the festival:

- If you do not wish to have your booth open at the Herbstfest for the entire weekend, you may pick one or two days to reserve a spot for your business. You must remain open during the festival hours on whichever day(s) you choose. ***All times are Eastern Standard Time (EST).*** Please indicate which day(s) you would like to reserve a spot:
 - Thursday (5 pm - 9 pm)
 - Friday (5 pm - 10 pm)
 - Saturday (10 am - 10 pm)
 - All three days

(Please note that the Herbstfest reserves the right to refuse an application if it duplicates the activity 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 19th IF YOU WANT TO BE PUBLISHED IN THE HERBSTFEST FLYER*****

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

Huntingburg Herbstfest Vendor Booth Regulations

- 1. Dates:** September 25-27, 2025
- 2. Hours:** Thursday: 5:00 pm – 9:00 pm
Friday: 5:00 pm – 10:00 pm
Saturday: 10:00 am – 10:00 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 when the festival closes on Saturday evening or 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. 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.
- 5. 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.
- 6. 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.
- 7. No Soliciting Through the Crowd Will Be Permitted.**
- 8. First-Aid:** A standard first-aid kit must be in each booth.
- 9. Supervision:** An adult must be present in all booths during operating hours.
- 10. Canopy:** For all game booths it is recommended to have a 12 x 12 canopy over your designated area, but not required.
- 11. Reminder:** Huntingburg City Park is a 100% **NON-SMOKING ZONE**. City enforced.

Huntingburg Herbstfest Vendor 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.
- ★ **Eligibility:** Vendor booths may not duplicate the services 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:** Vendors may begin set-up on Monday, Sept. 22nd, and must be completely set-up by 3:00 pm Wednesday Sept. 24th 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.
- ★ **Vendor Operating Hours:** Thursday, September 25, 5:00 p.m. - 9:00 p.m.
Friday, September 26, 5:00 p.m. — 10:00 pm
Saturday, September 27, 10:00 a.m. — 10:00 pm.
All times are Eastern Standard Time (EST)
Booths must remain open during Herbstfest hours
- ★ **Identification:** Each stand must have a large identification sign (recommending at least three feet) showing the name of the organization displayed on the front of the booth. Please make it a nice, readable, quality sign.
- ★ **Sanitation:** **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:**
 - NON-REFUNDABLE booth fee is **\$15.00 per day** or **\$40.00 for all three days**.