

Huntingburg Heritage, Inc.
Huntingburg Herbstfest
2026 Food Truck/Trailer Application

Complete the form below to reserve a position for your booth at the Huntingburg Herbstfest beginning Thursday, September 24, 2026 through Sunday, September 27, 2026. **Please have your application mailed to us by July 31, 2026.** If you would like your booth information to be printed in the Herbstfest brochure, please have your application turned in by July 17, 2026.

Food Truck Name: _____ Contact Person: _____

Address: _____ Size of Truck/Trailer: _____

Cell Phone #: _____ Email Address: _____

Please give a brief description of **ALL** food/drink items. Each booth will be allowed **TWO** protected items that can not be sold by another booth or food truck during the festival. Please indicate your **TWO** protected items with an asterisk (*) or use a highlighter.

- If you do not wish to have your food truck 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 Lunch (11 am - 1 pm)
 - Friday (5 pm - 11 pm)
 - Saturday (11 am - 11 pm)
 - All three days during all times listed
 - All three days, but not during lunch on Friday

(Please note that the Herbstfest reserves the right to refuse an application or food item if it duplicates the **protected** food 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.**

APPLICATIONS ARE DUE BY JULY 31, 2026

*****APPLICATION MUST BE RETURNED BY July 17th 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 Truck/Trailer Regulations

1. **Dates:** September 24-26, 2026
2. **Hours:** Thursday: 5:00 pm – 9:00 pm
Friday: Lunch (optional): 11:00 am - 1:00 pm; Evening: 5:00 pm – 11:00 pm
Saturday: 11:00 am – 11:00 pm

All times are Eastern Standard Time (EST)

Booths/Trailers must remain open during hours listed above

3. **Set-up and Tear-Down:** Set-up may begin on Monday, September 21st, and **MUST** be completed by 3:00 pm Wednesday, September 23rd for the Fire Marshall. Tear-down may begin on Sunday morning 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 continue. Booths must be removed from the park by Tuesday, September 29th.
4. **Distribution of receipts:** These monies collected are used to provide entertainment, advertising, supplies, etc. Make all checks payable to: Huntingburg Heritage Inc.
 - **Profit booths:** 15% of each food truck's **GROSS** is to be paid to the **Herbstfest no later than October 16, 2026**
5. **Electricity:** Electricity up to the food truck will be provided. Each food truck must be prewired with a 220/110 volt fused 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 food trucks are responsible for the removal of rubbish and trash from inside their food truck each night. A trash box will be provided for the front of each food truck each night. Each food truck must supply their own trash containers for inside their own food truck.
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 food truck.
8. **No Soliciting Through the Crowd Will Be Permitted.**
9. **Fire extinguishers and propane tanks:** **ALL FOOD TRUCKS ARE REQUIRED** to have an extinguisher (must be 2A 10BC). Deep frying food trucks must have a K rated fire extinguisher. **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 food trucks. The State Fire Marshall will be inspecting each booth to make sure everything is compliant.
10. **First-Aid:** A standard first-aid kit must be in each food truck.
11. **Food:** Duplication of protected items sold per booth/food truck is not permitted.
12. **Supervision:** An adult must be present in all booths/food trucks during operating hours.
13. **Reminder:** Huntingburg City Park is a 100% **NON-SMOKING/VAPING ZONE**. City enforced.

Huntingburg Herbstfest Food Truck/Trailer

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.
- **Frying & Grilling:** If you are using a fryer or grill outside of your truck/trailer you will need to bring something to block guests from encountering them. (Example: Orange fencing.)
- **Truck Size:** Please indicate the size of your truck/trailer on the application form so we know how much space is needed. The normal truck/trailer given space is 30 feet.
- **Set-Up:** Food trucks may begin set-up on Monday, Sept. 21st, and must be completely set-up by 3:00 pm Wednesday Sept. 23rd 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 29th.
- **Identification:** Each stand/food truck 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, legible, good 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** food truck fee is **\$50.00.**
 - 15% of **GROSS REVENUE** is to be submitted to Huntingburg Heritage, Inc. **no later than** October 16, 2026.
 - A late fee of \$25.00 will be added if payment is not received by above date.

**Huntingburg Herbstfest
Food Truck/Trailer Financial Report**

Booth operators are required to pay a minimum **NON REFUNDABLE \$50.00 food truck fee** when reserving a space. Fifteen percent of **GROSS REVENUE** during the Herbstfest shall be paid to Huntingburg Heritage before October 16, 2026. **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.

Food Truck/Trailer Name _____

Filed By _____

Address _____

Phone # Day _____ Night _____ Cell _____

Gross Revenue Tracking Section:

Thursday _____

Friday _____

Saturday _____

Total Gross Revenue _____

Ten percent (15%) of Total Gross Revenue _____

Balance due to Huntingburg Heritage Inc.: _____

The financial report along with the payment (**check only**) must be received at the address below by October 16, 2026

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