

Huntingburg Heritage, Inc.
Huntingburg Herbstfest
2026 Non-Profit Food Booth 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.*

Organization Name: _____ Contact Person: _____

Address: _____

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 during the festival. Please indicate your **TWO** protected items with an asterisk (*) or use a highlighter.

Food booths have the option to be open during lunch hours on the Friday of the festival from 11 am to 1 pm. Please indicate if your booth is planning to be open so we can add the information to the flyer.

YES, we will be open for lunch on Friday

NO, we will not be open for lunch on Friday

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

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

All times are Eastern Standard Time (EST)

Booths 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.
 - **Non-profit booths:** 10% of each booth's **GROSS** is to be paid to the **Herbstfest no later than October 16, 2026.**
- 5. Electricity:** Electricity up to the booth will be provided. Each booth 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 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 **also** 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 booth & at least 10 feet from all cooking surfaces. 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 non-profit booths must serve Dubois County.
- 12. Food:** Duplication of protected 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 for inspection. Cardboard is not permitted in the ceiling area of the booth.
- 15. Reminder:** Huntingburg City Park is a 100% **NON-SMOKING/VAPING ZONE** during festival hours. 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.
- ★ ***Frying & Grilling:*** If you are using a fryer or grill you must bring something to block guests from encountering them. (Example: Orange fencing.)
- ★ ***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. 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 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 booth fee is \$50.00.**
 - 10% 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 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 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.

Booth Name _____

Filed By _____

Address _____

Phone # Day _____ Night _____ Cell _____

Gross Revenue Tracking Section:

Thursday _____

Friday _____

Saturday _____

Total Gross Revenue _____

Ten percent (10%) 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