

Huntingburg Heritage, Inc.
Huntingburg Herbstfest
2026 Non-Profit Game 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 your game and prizes you are planning on giving out.

- No live animals, weaponry, “Silly String” and/or other vandalizing, foul spelling, nuisance causing products may be given away as prizes.

(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.**

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: Game Booth Applications
P.O. Box 84
Huntingburg, IN 47542-0084

Huntingburg Herbstfest Game Booth Regulations

- 1. Dates:** September 24-26, 2026
- 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)

Booths must remain open during hours listed above

- 3. Set-up and Tear-Down:** Set-up may begin on Monday, September 22rd, 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** 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 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. First-Aid:** A standard first-aid kit must be in each booth.
- 10. Non-Profit:** All booths are to be a non-profit that serves Dubois County.
- 11. Supervision:** An adult must be present in all booths during operating hours.
- 12. Canopy:** For all game booths it is recommended to have a 12 x 12 canopy over your game area, but not required.
- 13. Reminder:** Huntingburg City Park is a 100% **NON-SMOKING/VAPING ZONE.** City enforced.

Huntingburg Herbstfest Game 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.
- ★ **Eligibility:** Game booths may not duplicate the game 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. 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. Please make it a nice, legible, good 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:**
 - **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
Game 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.
ATTENTION: GAME BOOTHS
P.O. Box 84
Huntingburg, IN 47542-0084**