

**Seymour Oktoberfest, Inc.**  
**P.O. Box 1212**  
**Seymour IN 47274**

### **37<sup>th</sup> Annual Oktoberfest**

Seymour Oktoberfest, Inc. invites you to submit your Arts and Craft booth request to its 37<sup>th</sup> annual Oktoberfest. The 2009 event held in downtown Seymour will be Thursday, October 1; Friday, October 2; and Saturday, October 3, rain or shine!

Participating vendors need to complete the enclosed application and required signature line, and return it with full payment to:

Seymour Oktoberfest, Inc.  
P.O. Box 1212  
Seymour, IN 47274

Please note booth space will not be reserved for you unless full payment accompanies your application. Only applications mailed to this address will be processed. Two or three crafters may reserve one booth to share. All vendors sharing a booth space need to sign the application form and submit detailed descriptions and photos of all crafts as well as check the shared booth box.

In August you will be notified by mail of your booth location. Due to the number of Arts and Crafts vendor requests, spaces will be filled in order of request received and based on acceptance to the festival. Your application fee will promptly be returned if we cannot accommodate your booth.

All vendors are encouraged to decorate their booths with an Oktoberfest/Bavarian/harvest theme. On Thursday October 1, the Oktoberfest Committee will award the best decorated booths the 2009 Best Booth plaques accompanied by monetary awards.

Please plan to attend the "Vendor Information Meeting" held on Wednesday, September 9, 2009 at 7:30 p.m. at the Seymour Community Center at 107-109 South Chestnut Street. This meeting, recommended for all vendors, will be your opportunity to receive booth information as well as have your questions answered.

New this year the Oktoberfest committee will be assessing each craft vendor a fee equal to 1% of their total gross receipts. The assessed funds will be used to help defray the cost of City services. Approved vendors, will receive an assessed funds form when they receive their booth location information. Collections will be on the honor system and the 1% assessment will be due at any time after the festival's completion until November 15, 2009.

The Seymour Oktoberfest Committee looks forward to working with you as we work towards another successful Oktoberfest.

Yours truly,

Jim Fouts  
Arts and Craft Committee

Tina Stark  
Arts and Craft Committee

# 2009 Arts and Crafts Booth Rules and Procedures

## Booth Space:

Outdoor Booth Rental Fee:   \$70 for 10ft. x 10ft.  
  \$105 for 15ft. x 10ft.  
  \$140 for 20ft. x 10ft.

Additional space is available for \$35 each 5 ft. increment.

## Craft Requirements:

- Only Arts and Crafts items handmade or hand decorated by the vendor are allowed. All items will be inspected by the committee prior to the start of the festival. Any and all questions of definition concerning booth description and sale items eligibility will be determined by the Oktoberfest Executive Board. Items in question will not be allowed to be sold.
- With the exception of the official Oktoberfest T-shirt authorized by the Oktoberfest Board, neither mass produced or preprinted T-shirts and sweatshirts nor T-shirts or sweatshirts which have transfers or press-on letters may be sold at the festival.
- T-shirts and sweatshirts which have been hand decorated, such as painted or appliquéd as long as they meet the requirements, may be sold.
- Only those items specifically listed in your application may be sold at your booth.

## Booth Space Requirements:

- Each exhibitor must provide his/her own display.
- Booths must be manned by someone during festival hours, rain or shine, unless approved in person by an Oktoberfest official.
- Any booth left unattended or unoccupied during the festival hours, may be removed by the Oktoberfest Board.
- No pets, unless it is a service animal, will be allowed in booths or in the festival area.
- No booth space may be transferred or sublet under any circumstances.
- No propane gas tanks, electric or kerosene heaters of any kind may be used in the Arts and Crafts area.
- All booth requirements will be strictly enforced.

## Set-up:

- Upon arrival, please find your assigned booth space as indicated on the map sent with your confirmation letter before you place or assemble

your booth. If you have a question in locating your space, an Arts and Crafts Chairperson can assist you.

- Booth set up may begin at 7:00 a.m. on Wednesday and must be completed no later than 9:00 a.m. on Thursday. Booth inspections will begin at 9:00 a.m. on Thursday.
- Any trailer/wagon used in conjunction with your booth must fit within the allocated space, including the trailer tongue, and must be fronted by a sales area or a sales table.
- Please talk to the Arts and Crafts Chairperson if you would like to request an early set-up time.
- To allow for ease of placement for electrical cords and aid in water drainage in the event of rain, your booth should be kept approximately one foot from the curb. The booth spaces will be marked on the street to indicate this.
- All electrical hook-ups will be inspected at setup.
- All vehicles must be removed from the festival area by 9:00 a.m. Thursday.

### **Electrical Requirement:**

- **ELECTRICAL SERVICE IS GUARANTEED BY 10:00 A.M. WEDNESDAY.**
- All electrical hook-ups will be inspected at setup. No extension cords shall be plugged end to end between your booth space or trailer and the electrical box. The extension cords from your booth space or trailer to the electrical box must be one continuous cord.
- The electrical cord should be #12/3 (also known as #12/2 with ground). A map, accompanying your confirmation letter, will show you the approximate distance from your booth space to the nearest electrical box. Please be prepared.
- All wiring shall be placed in the gutters between your booth space and the electrical box.
- If you have special electrical requirements, please attach an explanatory note to your application.

### **Booth Decorations:**

- Vendors are encouraged to decorate their booth in keeping with the Oktoberfest/Bavarian/Harvest theme.
- Participants may wear appropriate costumes.
- Prizes will be awarded based on both booth decoration and costumes.
- No decorations shall be sold at the festival.

## **Festival/Opening Hours:**

**Thursday, October 1 11:00 a.m. - 11:00 p.m.**

**Required inspection: 9:00 a.m. You must have someone present until your booth has been inspected.**

Optional 10:00 a.m. booth opening  
Optional 10:00 p.m. booth closing

**Friday, October 2 11:00 a.m. - 11:00 p.m.**  
Optional 10:00 a.m. booth opening

**Saturday, October 3 11:00 a.m. - 11:00 p.m.**  
Optional 9:00 a.m. booth opening

**Vendors must be present for booth inspections on Thursday at 9:00 a.m. until your booth has been inspected as well as during the festival hours rain or shine.**

## **Inspection:**

- **The Seymour Fire Department will be inspecting your booth. Booths will be inspected for stability. Should it be determined the booth is unsafe, you will be required to secure it or remove it.**
- **ALL BOOTHS MUST HAVE ONE 5 LB. ABC RATED FIRE EXTINGUISHER.** Anything less will not be acceptable.
- **The Fire Department will spray decorations such as hay bales, vines, etc. with a flame retardant solution before the festival begins.**
- **Vendors must be present for booth inspections on Thursday at 9:00 a.m. until your booth has been inspected as well as during the festival hours rain or shine.**

## **Closing:**

- **At 10:00 p.m. Saturday night, you may begin packing.**
- **Booth tear down may not begin until 10:30 p.m.**
- **No vehicles are allowed in the area before 11:00 p.m.** A committee members will inform you when vehicles are allowed.
- **To allow for an easier, more organized, and safe exit for all vendors, please inform all helpers that will be assisting with set-up, tear down, or driving of a vehicle of the rules and procedures.**
- **There will be Committee members at each entrance to assist with traffic flow.**

**Security:**

The Oktoberfest committee provides security from festival closing hours each night until opening the next day, including Wednesday, September 30.

**Insurance:**

For your protection, the Seymour Oktoberfest, suggest that vendors contact their insurance agent concerning person liability insurance coverage during the festival.

**Cancellations:**

Once accepted into the festival there will be no refunds for cancellations. However, if you cannot use the space, please notify festival officials at 1-812-523-1414 or 1-812-522-4020. Failure to show or notify us of an emergency preventing you from attending will result in you not being invited to participate.

## 2009 Oktoberfest Arts and Crafts Booth Application

Please print or type: Name \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_

State \_\_\_\_\_ Zip \_\_\_\_\_ Phone \_\_\_\_\_

Email \_\_\_\_\_ Number of years in festival \_\_\_\_\_

Please check the appropriate space:

Outdoor Booth Rental Fee: \$70 for 10ft. x 10ft. \_\_\_\_\_

\$105 for 15ft. x 10ft. \_\_\_\_\_

\$140 for 20ft. x 10ft. \_\_\_\_\_

Additional space is available for \$35 each 5 ft. increment. Please list the additional footage you require. \_\_\_\_\_

I will be sharing a booth. Please list the additional craft participants in your booth.

Name \_\_\_\_\_

Name \_\_\_\_\_

Address \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_

Zip \_\_\_\_\_ Phone \_\_\_\_\_

Zip \_\_\_\_\_ Phone \_\_\_\_\_

Email \_\_\_\_\_

Email \_\_\_\_\_

Do you carry liability insurance? \_\_\_\_\_

Describe in detail hand made crafted items to be sold in your booth. Only items listed on this application will be allowed to be sold at the festival. Please note photographs of your crafts must be clearly labeled with the artist's name and must submit with your application.

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**RETURN THIS APPLICATION BY JULY 15, 2009. CONFIRMATION LETTERS WILL BE SENT IN AUGUST AFTER APPLICATION REVIEWS HAVE BEEN COMPLETED.**

**I HAVE READ AND AGREE TO ABIDE BY THE RULES AND PROCEDURES OF THE SEYMOUR OKTOBERFEST, INC.**

**DATE: \_\_\_\_\_ SIGNATURE: \_\_\_\_\_**

**DATE: \_\_\_\_\_ SIGNATURE: \_\_\_\_\_**

**DATE: \_\_\_\_\_ SIGNATURE: \_\_\_\_\_**

**Mail the application along with photographs and full payment to:**

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