



## **I. Vendor applications**

- a. Applications open in January and will be on our website. If you are interested in participating in 53<sup>rd</sup> Seymour Oktoberfest, please complete the online application **no later than April 30, 2026!** Booth locations will be given when vendor information is sent out in August.
- b. Applications will be reviewed and upon acceptance, you will be sent a Wix invoice for your booth fees. Invoices not paid on time will be forfeited and next vendor in line will be selected. Please ensure you are aware of when payment is due, which will be three weeks after being invoiced.

## **II. Vendor fees**

- a. Booth fees are based on the frontage of your entire booth space. This should include space needed for the trailer, tongue, food preparation area, food serving area and storage. The depth of the space will be 10ft. Nothing should be on the sidewalks including refrigerators, chairs, storage containers, etc.
- b. All for profit booths are \$30.00 per frontage foot and all non-profit booths are \$15.00 per frontage foot.
- c. All Food and Activities booths needing electricity will be charged a fee for this service:
  - i. \$70 for 220V, hardwired is required, must be hardwired by our electrician.
  - or*
  - ii. \$20 for 110V, plug-in service
- d. Gross 6% fees
- e. Refunds: If you need to cancel your vendor spot, every effort to find a replacement for the spot will be made. If we are successful, your money will be refunded.

## **III. Vendor meeting**

- a. A Vendor Information Meeting will be held on **Thursday, September 17<sup>th</sup>, 2026 at 7:00 p.m.** at the Seymour Community Center, 107-109 S. Chestnut Street. There will also be a Facebook Live option during this time. All vendors are encouraged to attend in person or online. A representative from the Fire Department, Health Department, and the Oktoberfest Electrician will be available to answer any questions or concerns.



#### IV. Operating hours

- a. Your booth hours for the festival are 11am to 11pm. **This is a hard requirement.** You are not permitted to close before 11pm. This is year #4 of this requirement, vendors not abiding by this will not be permitted for the next festival.
- b. If you sell out, you are welcome to have a sold-out sign but you are NOT to close your windows or tear down.
- c. We do not close for the day or close early due to weather conditions unless it is deemed an emergency by Seymour Fire Department Chief.

#### V. Required documentation

- a. Food booths are all required to have a Jackson County Health Department Permit. That is due at least two weeks prior to the festival. [JCHD Website](#)
- b. Your Certificate of Insurance IS required by the deadline. You can submit that online on our website. Please submit this by the deadline so that your booth does not require additional contact due to missing the deadline as there will be a **\$100 late fee** for a missed deadline. Please ensure your owner, organization's treasurer or secretary and/or business partners are aware of this! [Certificate of Insurance | Seymour Oktoberfest](#)
- c. The certificate of insurance must list the Seymour Oktoberfest as an insured site for the vendor.
- d. **This must be turned in by September 17th, 2026**, no exceptions! This can be submitted as early as NOW, through 9/17/2026. You will not be permitted to setup without the COI on file. We have to submit these to our insurance to prove that our vendors have coverage and when you are late, that makes us late. **Please submit online or have your agent submit online via our website under the Vendor tab under [Certificate of Insurance](#), not via email!** If this is not submitted by the deadline, a **\$100 late fee** will be assessed. There are too many vendors that require extra touchpoints when they miss deadlines!

#### VI. Setup Times

- a. Setup will start around 7pm on Tuesday, 9/29/26. Please do not line up at 5pm then get impatient when you sit there for hours! There is a method to the madness and we know which trailers need to get in first due to their size and location to electrical panels. NO ONE is allowed in the festival footprint with their trucks/trailer/box truck, until the City of Seymour employees have delivered the Ice and Information booth, and LBC Electric has set the electrical panels and are given okay to get in. Each year we try to work faster and faster. In 2025, no one was allowed in until 6:50pm. Please ensure the people driving your trailers are aware of this as it could endanger the organization's participation. There are 75+ vendors trying to get setup and when people go rogue, it makes it an unsafe environment.



- b. Setup is NOT permitted on Wednesday, unless arranged with the Kendra prior!
- c. Please do not block private party driveways or entrances where employees cannot exit those establishments. The private property owners around festival layout WILL have cars towed that are parked where it is not permitted. It is a \$255 charge to get out of local impound after hours!

## **VII. Food Booth structure requirements**

- a. All vendor setups are required to be a food trailer, food truck or commercial tent setup. No pop-up tents.

## **VIII. Electric requirements**

- a. Vendors that only need 110V plug and play, need their cord to be 12 gauge or bigger, long enough to reach the panel from their location, be one continuous length, not daisy chained together. This should not sit in the street drain.
- b. All vendors are required to have a four-wire system. Hard wiring for 220V to the electrical panel. This may mean cutting off your end.
- c. All hard-wired pigtails have to be weatherproof connectors on your end. (Camlocks or weatherproof cord connectors)

## **IX. Water**

- a. Water is available and your hose will go to the nearest hydrant. It is often available on Tuesday yet guaranteed to be available on Wednesday. Your location will depend on distance from the hydrant or water source.

## **X. Gray water**

- a. There are gray water dump sites throughout the festival, or you can run your hose to one, if you are close. The map of locations is on the [website](#).
- b. DO NOT dump your gray water in the street drain, grass or tree basin!

## **XI. Trash & Cardboard**

- a. Vendors are responsible for taking your trash to the trash trucks in the alleys throughout the festival! Do NOT put your vendor trash in the street toters or behind your booth.
- b. Cardboard that is clean and not contaminated, can be placed behind your booth and the city employees will pick up. ONLY cardboard, NOT trash! If cardboard is soiled with grease or product, it needs to be put in the trash.

## **XII. Grease**

- a. Three grease dumpsters are available for the festival. The map can be found on the



[website](#). Locations are on St. Louis Avenue just west of S. Chestnut Street, one in the alley behind the City Museum (alley north of Second Street) and one in the alley by the Carnival.

**b. Clean out fees:**

- i. There is a \$275 cleanout fee for Water Pollution Control to clean out grease from the storm water drains.
- ii. There is a \$675 fee for replacement of downtown trees if you pour grease into the tree base! Seymour is a recognized tree city by the Arbor Day Foundation and is committed to its urban tree canopy.

**XIII. Fire extinguisher requirements for food vendors**

- a. All food vendors need to have a minimum 10lb ABC type fire extinguisher.
- b. Vendors cooking with grease or oils are required additionally to have a Class K extinguisher.

**XIV. Operating times**

- a. Non-Profit booths are allowed to open on Wednesday, September 30<sup>th</sup> starting at 11:00am but a representative must attend the vendor meeting or contact Kendra to request this option!
- b. Official festival hours are Thursday, Friday and Saturday, October 1<sup>st</sup>-3<sup>rd</sup> from 11am to 11pm.
- c. **Special Note regarding closing:** We advertise 11am to 11pm and do not want vendors to close before then. **Closing early WILL be grounds for not being invited back.** We have rules to ensure that we maintain good festival standards and want to adhere to that. Please ensure anyone working at your booth is aware of this also.

**XV. Fire & Health Inspections**

- Non-profits on Wednesday, September 30<sup>th</sup>, 2026
- Everyone else on Thursday, October 1<sup>st</sup>, 2026.

**XVI. Vendor selection**

- a. The Seymour Oktoberfest Food Committee is committed to providing food vendors that our community enjoys and will buy from. We reserve the right to refuse vendors entry into the festival for numerous reasons, entrance is not implied nor to be assumed.
- b. Examples of why you may not be selected are previous incident(s) breaking the vendor agreement, your requested space does not fit the space available, saturation limit of the product(s) you sell and/or, the space available has someone else selling that product. In



2025, there were 62 vendor applications over the 75 spots we have and only two turned over.

## **XVII. Food Vendor agreement**

- a. All booths **MUST** have a menu and pricing visible to patrons.
- b. Your booth needs lights and should not look like you are closed when walking by. Your booth windows should appear open and ready to sell, during operating hours.
- c. **No booth may NOT be sublet or shared.**
- d. No one is to fundraise and/or solicit out of the booth, for any reason, EVER. NO EXCEPTIONS and this will be grounds for not being invited back to the festival!
- e. If you have changes in your menu, please email [Kendra@seymouroktoberfest.com](mailto:Kendra@seymouroktoberfest.com) otherwise will assume you have the same menu as last year.
- f. No one is to sell items out of the booth that were not on application and/or approved by Food Committee ahead of time.
- g. We are all volunteers who work year around for the Seymour Oktoberfest. Disrespect of any kind will NOT be tolerated. This includes any disrespect, hand gestures, cussing and/or being argumentative, text messages, etc.

## **XVIII. Vouchers**

- a. Cummins Engine: A local industry provides their employees vouchers to use as money in \$5 increments. Change is not rendered. These vouchers will need to be turned in by Friday night close, to the information booth, so that checks can be cut by the bank and given onsite. If these are not turned in by then, payment will be sent via USPS. All vendors can get these.
- b. Seymour High School

## **XIX. Decorations**

- a. Oktoberfest/Bavarian, Fall, and/or Harvest theme decorations are required for all booths. In appreciation of your commitment to making the Seymour Oktoberfest a special time, the best-decorated food booth will receive an Oktoberfest plaque and a \$100 check. The runner-up will receive a plaque. The best-decorated NEW food or activity booth will also receive a plaque and \$100 check.

## **XX. Vendor reporting**

- a. **Daily Vendor Reporting is required.** There are sometimes circumstances where the signal is bad, but please make every effort to submit those in a timely manner. The sooner that you report final numbers, the sooner the billing can be sent out and we can



mark the festival closed.

- b. Please have your final numbers by noon on Monday after the festival closes, at the latest, 10/5/26. Due to people not submitting on time, you will be assessed a \$100 late fee if you have not submitted final numbers by the deadline.
- c. You can find the link on our website at [Vendor Reporting | Seymour Oktoberfest](#)
- d. The 6% invoice needs to be paid by the wrap up meeting for the festival so that the books can be closed out, so please pay by the due date. If the invoice is not paid by the time we close out the festival books, you will not be invited as a vendor next year. This invoice will come the same way your vendor booth space is invoiced.
- e. We launched a vendor sales study where we will have individuals studying our lineup to see how we can do our part to ensure that vendors are getting the maximum sales that they can get. We are reviewing the sales trends over the last three years to make suggestions on how we can utilize the vendor lineup the best.

## **XXI. Closing procedure**

- a. Tear down will start on Saturday, October 3rd, 2026, at 11pm.
- b. NO ONE is allowed in the festival footprint with their trucks/trailer/box truck, until the City of Seymour employees have removed the Ice and Information booth, and LBC Electric has unhooked the electrical panels then will be given permission. Under no circumstances are you/your staff to enter the festival footprint with vehicles before given approval. This will be grounds for NOT being welcome back at the festival, despite your length of attendance at the festival.
- c. You MUST remove your trailer/booth DURING the festival teardown, not the next day, as cleanup of the festival footprint happens immediately after so cleanup can be marked as complete. If you have things you need to do in regard to organizing or cleaning, please do that in a parking lot somewhere outside of the festival footprint. Once all the vendors are out of the festival area, the street sweepers run several trips to ensure that we have returned downtown to the condition it was in when we setup and everyone can go home.

If you have any questions, please feel free to ask!

### **Dates to remember:**

- Application period open Jan to April 30<sup>th</sup>, 2026
- Billing is done in May and you have 21 days to pay invoice.
- August information will be sent via email with details on setup.
- COI due 9/17/26 and can be submitted on our website [www.seymouroktoberfest.com](http://www.seymouroktoberfest.com)



- Vendor meeting is 9/17/26 both online and in person.
- Setup starts Tuesday, 9/29/26.
- Festival dates are officially 10/1-10/3 for 2026.