



## **SEYMOUR OKTOBERFEST, INC.**

**P.O. BOX 1212**

**SEYMOUR, IN. 47274**

**812-523-1414**

*Thank you for interest in the 2022 Seymour Oktoberfest. Below you will find a complete list of rules, regulations, pricing, and contact information for the Food and Activity Booths. We appreciate your interest in being a part of this great tradition in Seymour, Indiana.*

### **DATES, SPACE, PRICING, AND ELECTRICAL INFORMATION:**

The 2022 Seymour Oktoberfest dates are September 29th, September 30th & October 1st. Festival hours are from 11:00 a.m. through 11:00 p.m. on Thursday, Friday, and Saturday. Food and Activities vendors may close at 10:00 on Thursday.

*\*Non-Profit booths are eligible to open on Wednesday, September 28th starting at 11:00 A.M., but must attend the vendor meeting to request this option! For profit booths are not permitted to be open during this time!*

Booth fees for 2022 are as follows:

- All for profit booths are \$30.00 per frontage foot, minimum size is 10'(D) x 16'(L) @ \$480.00
- All non-profit booths are \$15.00 per frontage foot.
- All for-profit and nonprofit games/activity booths are \$75.00 for 15'  
(spaces over 15' will be charged \$5.00 for each additional frontage foot)

Booth fees are based on the frontage of your entire booth space. This should include space needed for trailer (or tent), trailer tongue, food preparation area, food serving area, and storage. The depth of each booth space will be 10 feet. Nothing will be allowed on sidewalks - this includes refrigerators, chairs, storage containers, food preparation etc. There will be no exceptions made due to safety.

All Food and Activities booths needing electricity will be charged a fee for this service:

- \$70 for 220V, hardwired is required, must be hardwired by our electrician  
or
- \$20 for 110V, plug-in service

### **For Profit and Non-Profit Charges and Reporting:**

All for profit food and activity booths will be assessed a 6% charge of all total receipts during the festival. Persons operating for profit food and activity booths will be asked to honor this assessment. This must be sent into the Seymour Oktoberfest Board within one week of the end of the festival.

**Any vendor that does not honor this assessment will not be eligible to return for any future festivals.**

Non-profit food and activity booths are not required to pay the 6% charge for participating in the festival.

Every vendor (for profit and non-profit) will be required to report their gross sales receipt for each day of the festival. The gross sales receipt should be reported via this website <https://www.seymouroktoberfest.com/reporting>. Please fill out the required information concerning daily receipt totals during the festival.

### **Certificate of Insurance and Information Meeting:**

Every vendor (for profit or non-profit) will be required to provide a certificate of insurance from their insurance company. The certificate must list the Seymour Oktoberfest as an insured site for the vendor. **This must be turned in by September 23rd, 2022**, as too many are not getting them submitted without us having to go in person to the booths! This can be submitted as early as NOW, through 9/23/2022. **You will not be permitted to setup without the COI on file.** It can be emailed to [food@seymouroktoberfest.com](mailto:food@seymouroktoberfest.com) or submitted via our website under the Vendor tab under [Certificate of Insurance](#).

A "Vendor Information Meeting" will be held on *Thursday, September 13<sup>th</sup>, 2022* 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 ([FB Live](#)). All vendors are urged to attend. A representative from the Fire Department, Health Department, and the Oktoberfest Electrician will be available to answer any questions or concerns.

### **Decorative Requirements:**

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.

Decorations that are flammable such as hay bales, corn stalks, etc. will be sprayed by the Seymour Fire Department with flame-retardant spray during inspection. Booths that do not participate in the decorative traditions will be eliminated and ineligible for attending the festival in future years.

**Deadline:**

If you are interested in participating in 2022 Seymour Oktoberfest, please complete the online application **no later than May 31, 2022!** Applications will be reviewed and upon acceptance, you will be sent an invoice for your booth fees. Booth location will not be disclosed until vendors have paid the invoice.

While the Seymour Oktoberfest takes great strides to keep returning vendors in the spots of previous years, please know that as electrical requirements change and the uncertainty of needed space due post-pandemic normalcy may change some locations.

**Closing Statement and Contact Information:**

We look forward to working with you for a very successful 2022 Seymour Oktoberfest.

Prost and Guten Tag,

Kendra Zumhingst

Email: [food@seymouroktoberfest.com](mailto:food@seymouroktoberfest.com)



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### **RULES AND REGULATIONS:**

#### **CATEGORY DEFINITIONS:**

FOOD - Any booth selling food for consumption.

OTHER - Activity booths such as cakewalk, face painting, sand art, and sports games. These booths will be located in the food area but pay a different fee schedule.

#### **Sale Items:**

All items that are sold in your booth should be listed on the application. The Seymour Oktoberfest prohibits items from being sold that are not listed on the application.

#### **Operating Times:**

Food Booths must open by 11:00 A.M. on festival days. Booths should remain open until 11:00 P.M. except for Thursday when booths may choose to close at 10:00 P.M.

Game and Activity Booths may open as delayed as 3:00 P.M. on Thursday and Friday due to schools being in session. On Saturday, Game and Activity Booths should open by 11:00 A.M. Game and Activity Booths should remain open until 11:00 P.M. These booths may choose to close at 10:00 P.M. on Thursday.

#### **RESTRICTIONS AND REFUND POLICY:**

No raffles or lotteries are allowed at **any** booths. Handouts, balloons, or giveaways are not permitted at booths. No promotional material such as cards, flyers, pamphlets, etc. are to be distributed during the festival. Vendors may not hand out items throughout the crowd or from their booth.

Refunds will not be issued for cancelations. If you cannot use your space, please notify the festival Board Members at 812-523-1414 or by email at [food@seymouroktoberfest.com](mailto:food@seymouroktoberfest.com). This allows the board to fill the space. Failure to show or notify the Board Members of your absence will result in your booth not being invited back for future events.

### **OPENING and CLOSING PROCEDURES**

## **OPENING PROCEDURES:**

Starting at approximately 7:00p.m. on Tuesday, September 27th, all booths on wheels/trailers or self-contained booths that are pulled by one vehicle will be allowed to park in their designated booth space. All driving vehicles will need to be moved out immediately. All booths that are put together manually will be allowed to set up starting at 8:30 p.m. Your booth space will need to be inspected by an Oktoberfest Board Member before you leave for the night. All booth set-ups must be completed no later than 8:00 A.M. on Thursday, September 29th. All vehicles must be removed from the area no later than 9:00 A.M. on Thursday, September 29th. Inspections will begin promptly at 9:00 A.M. Thursday morning.

## **CLOSURE PROCEDURES:**

The festival will close Saturday, October 1st at 11:00 P.M. **We do NOT want booths tore down prior to closing!** You may start tearing your booth down at 11pm, but all material must stay within your allocated space until you are released by an Oktoberfest Board Member as City Workers will get the tables out and vendors will be given the approval to start exiting. Please be patient!

The Seymour City Workers will start removing tables and the electrician will begin disconnecting electrical boxes at Midnight (12:00 A.M.). This means all electricity will be shut off at Midnight (12:00 A.M.).

The contact person listed on your application will be responsible for anyone working, tearing down, or driving a vehicle to remove your booth. No vehicles will be permitted in the festival area until an Oktoberfest Board Member has indicated it is safe to do so.

Please ensure all your booth workers are aware of the rules stated by the Oktoberfest Board. **You are responsible for your booth and booth workers.** No one will be permitted to park on Chestnut and Second Street to wait for permission to enter. This creates congestion and confusion with processes that are in place to get everyone out safely while Seymour City Workers remove tables. Law enforcement will be present at each entrance to assist with traffic control.

## **HEALTH INSPECTION:**

All booths serving food must have an inspection by the Jackson County Health Department. The inspection will be arranged by the festival committee. There is a \$20.00 fee for the inspection, which should be mailed directly to the Health Dept. Do not mail the fee to us, it will be counted as not paid by the Health Dept. Your application deadline to the JCHD is 9/22/22. Non-Profit booths and Activities booths are not charged for this inspection. You can find more on their [JCHD website](#).

## **SAFETY INSPECTION:**

**A member of the Seymour Fire Department will check to see that your booth complies with the following requirements:**

1. Booths using deep fryers must have a 1 ½ gallon Class K Fire Extinguisher present and available for use.
2. All other booths must have a 5lb. ABC Fire Extinguisher present and available for use.
3. All propane gas tanks must be secured to your booth or a post. Please refer to the State Fire Code Regulations.

*There are no exceptions to these rules and booths that do not comply will be ineligible to operate until passing inspection. Due to safety regulations, absolutely no grills, cooking, or food preparation will be permitted on sidewalks.*

## **ELECTRICAL REQUIREMENTS:**

1. Electrical services will be on by Wednesday at 10:00 P.M.
2. All electrical systems are to be inspected by the Oktoberfest electrician prior to your booth opening.
3. The electrician will be available to you during the festival hours if you have problems with privately owned equipment at a rate of:
  - \$45.00 per service call
  - \$40.00 per hour after first hour
4. 220 VOLT will be hard wired DIRECT to panel ONLY by Oktoberfest Electrician.
5. The 110- or 220-Volt service **shall run continuous without splices or connectors** and should be #12/2 with ground.
6. All electrical lines shall be placed in gutters.
7. Cords cannot be placed to go across sidewalks from one corner to the next.
8. If you have a wooden booth, you are required to have the electric supply going into a breaker box and all wiring for electrical outlets and lights must be in conduit.
9. You must indicate your electrical requirements on your application. List your amperage requirement, and/or breaker size needed.

## **Grease:**

The Seymour Oktoberfest is pleased to work with Standardized Fertilizer Co. to provide 2 Grease Dumpsters at the festival. The Oktoberfest Board members can help you locate these dumpsters shall you need them. Any grease that is spilled outside of the dumpsters should be properly cleaned up immediately to prevent injury and environmental hazards to the area.