



Booth Setup:	Tuesday, October 1 st , 2024. No earlier than 7pm!

Fire, Health & Electrical Inspections: Non-profits on Wednesday, October 2nd, 2024. Thursday, October 3rd, 2024 for everyone else.

Official Booth days and hours:

Thursday, October 3 rd	11am-11pm
Friday, October 4 th	11am-11pm
Saturday, October 5 th	11am-11pm

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.

Non-Profit booths are allowed to open on Wednesday, October 2nd 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!

If you have questions, you can email Food@seymouroktoberfest.com at any time and answer your questions.

Booth Rental Refund Policy: If you should 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. It is important that you read these rules carefully and any employees and/or drivers for your company are aware of these also. They are representatives of your company.

Setup information:

1. Your booth space invoice is your RSVP for the festival. This must be paid to reserve your spot in the lineup.
2. Setup will start on Tuesday, October 1st, 2024. 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. Setup is NOT permitted on Wednesday, unless arranged with the Committee



prior on an emergency case. Please do not block private party driveways or entrances where employees cannot exit those establishments.

Vendor Agreement items:

3. All booths MUST have a menu and pricing visible to patrons.
4. Your booth should have lights. It should not look like you are closed when walking by.
5. Your booth windows should not be closed to not appear open and ready to sell, during operating hours.
6. No booth may be sublet. If you are not able to attend, please contact Food@seymouroktoberfest.com as soon as possible.
7. No one is to fundraise out of the booth, for any reason. NO EXCEPTIONS and this will be grounds for not being invited back to the festival!
8. No one is to sell items out of the booth that were not on application and/or approved by Food Committee ahead of time.
9. 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, etc.
10. Vendor loading and unloading for stock needs to be done prior to 10am due to pedestrian traffic. Please make sure your workers and volunteers are aware of this!
11. Non-profit vendors that choose to be open on Wednesday can be, but NO for profit should be selling on Wednesday.
12. Your booth hours for the festival are 11am to 11pm. This is a hard requirement. You are not permitted to close before 11pm.
 - a. If you sell out, you are welcome to have a sold out sign but you are NOT to close your windows or tear down.
 - b. We do not close for the day or close early due to weather conditions unless it is deemed an emergency by our Fire Chief.
13. Seymour Noon Lions, a vendor here at the festival, has apparel that is our official apparel that is available for purchase. If you order ten or more, you get your logo free on the back. This is voluntary and you are not required to do so.



14. 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. Please have your final numbers by noon on Monday after the festival close so 10/7/24. You can find the link on our website at [Vendor Reporting | Seymour Oktoberfest](#)

Required documentation:

15. 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](#)
16. 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 take an additional contact due to missing the deadline. [Certificate of Insurance | Seymour Oktoberfest](#)

Teardown details:

17. Tear down will start on Saturday, October 5th, 2024 at 11pm. 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. Under no circumstances are you to enter the festival footprint and impede the progress. This will be grounds for NOT being welcome back at the festival, despite your length of attendance to the festival.
18. 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.

Disposal information:

19. There are three grease disposal containers in the festival footprint. You are NOT allowed to put down the storm drain, in any grassy area or in a tree base grate. 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.
 - a. There is a \$275 cleanout cost for Water Pollution Control to clean out grease from the storm water drains.
20. Gray water disposal areas are identified on the [map](#). Please either prepare by bringing a rolling gray water disposal container to dump OR have enough hose to take your gray water to the dedicated drain.



Booth fees for 2024 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 with 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.

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. Failure to adhere to this requirement will affect your eligibility for future festivals!

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 18th, 2024, no exceptions!** This can be submitted as early as NOW, through 9/18/2024. **You will not be permitted to setup without the COI on file.** It can be emailed to food@seymouroktoberfest.com or submitted via our website under the Vendor tab under [Certificate of Insurance](#).



A Vendor Information Meeting will be held on **Wednesday, September 18th, 2024 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 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.

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.

Deadline:

If you are interested in participating in 51st Seymour Oktoberfest, please complete the online application **no later than April 30, 2024!**

- Applications will be reviewed and upon acceptance, you will be sent an invoice for your booth fees.
- Booth locations will be given when vendor information is sent out.
- 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.

We look forward to working with you for a very successful 51st Seymour Oktoberfest.

Thanks,
Kendra Zumhingst
Food Committee
Food@seymouroktoberfest.com