



Thank you for your interest in the 50<sup>th</sup> Anniversary Seymour Oktoberfest in 2023. 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:

- Setup: Tuesday, 10/3/2023
  - Department of Public Works will START their work at 6pm. Then the Electrician Team will get the panels set up. NO ONE will be allowed to set up until they are completed. **Please do not stage at 6pm and expect to get in there will be a minimum of hour or hour and a half minimum wait!**
- Wednesday, 10/4/2023
  - Non-Profit vendors who sign up, will be open for lunch and dinner.
  - Biergarten and Carnival will be open 5pm-11pm.

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

The 2023 Seymour Oktoberfest dates are October 5th, October 6th & October 7th. Festival hours are from 11:00 a.m. through 11:00 p.m. on Thursday, Friday, and Saturday.

**(New in 2023: Food and Activities vendors will ALL stay open till 11:00pm each day!)**

Non-Profit booths are allowed to open on Wednesday, October 5th 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 2023 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 20th, 2023**, 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 9/20/2023. **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 14<sup>th</sup>, 2023 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. Booths that do not participate in the decorative traditions will be eliminated and ineligible for attending the festival in future years.

**Deadline: (NOTICE THE CHANGE IN THE DATE!)**

If you are interested in participating in 50<sup>th</sup> Anniversary Seymour Oktoberfest, please complete the online application **no later than April 30, 2023!**

- We have big plans for the 50<sup>th</sup> Anniversary!
- Applications will be reviewed and upon acceptance, you will be sent an invoice for your booth fees. Booth locations 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.

We look forward to working with you for a very successful 50<sup>th</sup> Anniversary Seymour Oktoberfest.

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