

**48<sup>th</sup> Annual Seymour Oktoberfest**  
**October 1-3, 2020**  
**11:00 AM – 11:00 PM each day**

**Arts & Crafts Booth Rules & Procedures**  
**Booth Application**

### Booth Fee

- 10'x 10': \$75.00
- 10'x 15': \$105.00
- 10'x 20': \$140.00

Additional space is \$35.00 per 5' increment. Fees are to be paid through our online invoicing system.

Your booth (including trailer), displays, signage, etc. must all fit in the space requested.

### Vendor Reporting

Every vendor will be required to report their gross sales for each day of the festival. Arts & Craft booths **do not** pay a gross sales fee.

Reporting is done through our website at [www.seymouroktoberfest.com](http://www.seymouroktoberfest.com). Daily reports are due by 11:00 AM the next day. Saturday's reports may be submitted the following Monday. If you have trouble reporting, please do not hesitate to contact us at [crafts@seymouroktoberfest.com](mailto:crafts@seymouroktoberfest.com) or speak with one of our volunteers.

### Liability Insurance

For your protection, Seymour Oktoberfest, Inc. encourages all vendors to carry liability insurance during the festival. If you have coverage, we ask that you please submit a certificate of insurance with Seymour Oktoberfest, Inc. named as an additional insured. You can email this information to [crafts@seymouroktoberfest.com](mailto:crafts@seymouroktoberfest.com)

### Safety Rules & Inspections

The Seymour Fire Department will check that your booth complies with the following requirements:

- Booths are outside, so structural integrity will be evaluated.
- We recommend having 30+lbs. for each leg of a canopy in case of wind.
- All booths are required to have a 5lb ABC fire extinguisher.

- The fire department will spray flammable decorations (e.g. straw bales) with a fire-retardant spray.
- No propane gas tanks, electric or kerosene heaters are allowed.

Each vendor is responsible for complying to health, fire and other applicable regulations.

## Additional Requirements

- Applications are due by August 31.
- Vendors are not guaranteed to have the same spot as in previous years.
- Only handmade or hand decorated items may be sold. Items are subject to inspection by the Arts & Craft Booths Committee. Items in violation will not be sold.
- Mass-produced or preprinted apparel may not be sold. However, hand decorated apparel may be sold, if approved.
- You must list all items you intend to sale on your application.
- No weapon replicas or items resembling drug paraphernalia are allowed.
- No raffles, giveaways, or handouts are allowed without prior approval.
- No refunds for cancellations. Please notify us at [crafts@seymouroktoberfest.com](mailto:crafts@seymouroktoberfest.com) if you cannot use your space. Failure to do so will result in not being invited back.
- All booths **must** be decorated with an Oktoberfest/Bavarian theme. See our decorating contest below.
- Absolutely **no** items or equipment can be placed on the sidewalks.
- Vendors have the option of opening early at 10:00 AM on Thursday.

## Opening & Closing Procedures

Opening Timeline:

- **Wednesday 7:00 AM:** Booth setup begins.
- **Thursday 9:00 AM:** Booth inspections begin, please remove all vehicles from the festival area.
- **Thursday 10:00 AM:** Optional early opening.
- **Thursday 11:00 AM:** Festival begins.

A map will be sent to you detailing your booth locations. Volunteers will be on hand to assist you during setup. Please allow some space between the curb and the back of your booth.

Closing Timeline (Saturday night):

- **10:00 PM:** You may begin packing items only.
- **10:30 PM:** You may begin dismantling your booth. However, no vehicles will be allowed in the festival area.
- **11:00 PM:** Festival closed. Vehicles will not be allowed into the festival area until a board member gives the OK.

The opening and closing of the festival are busy, confusing times. Please inform all individuals assisting with booth set-up and closing of these rules and procedures. Use patience and understanding often as we try to keep the area safe for our guests and vendors.

## Electrical Procedures

- Electrical service to your booth is guaranteed by 10:00 PM Wednesday.
- All electrical systems will be subject to inspection by our electrician.
- Our electrician will be available to you for problems with privately owned equipment.
  - \$35.00 per service call
  - \$35.00 per hour after first hour
- One continuous cord shall run without splices or connectors from your booth to the electrical box and shall be #12/2 with ground.
- All electrical lines shall be placed in gutters.
- Cords cannot be placed to go across sidewalks from one corner to the next.
- Special electric requirements must be listed in your application and may be subject to additional fees.

## Decoration Procedures

All booths must be decorated with an Oktoberfest/Bavarian theme. Workers are encouraged to wear appropriate costumes. Noon Lions will be selling German hats and shirts at the festival.

The best-decorated craft booth will receive a check for \$100 and a plaque. The second-place winner will also receive a plaque. In addition, a \$100 check and plaque will be awarded to the best-decorated new booth.

We value your support in making our festival successful. If you have any questions, please do not hesitate to contact us at [crafts@seymouroktoberfest.com](mailto:crafts@seymouroktoberfest.com).

Arts & Crafts Committee  
Seymour Oktoberfest, Inc.

## Arts and Crafts Booth Application

**\*Do Not File A Paper Application Unless Requested By Our Committee\***

Please print or type:

- Company: \_\_\_\_\_
- Contact Name: \_\_\_\_\_
- Address: \_\_\_\_\_
- City, State, ZIP: \_\_\_\_\_
- Phone Number: \_\_\_\_\_
- Email Address: \_\_\_\_\_

Additional Information:

- Number of years in festival: \_\_\_\_\_
- Liability Insurance Carrier: \_\_\_\_\_

\*Please attach copy of proof of liability insurance.

Booth Space Needed

Please check the appropriate space:

- ☐ \$70 for 10x10 ft. space
- ☐ \$105 for 10x15 ft. space
- ☐ \$140 for 10x20 ft. space
- ☐ \$175 for 10x25 ft. space
- ☐ \$210 for 10x30 ft. space

\$35 for each additional 5 Ft.

Additional ft. required \_\_\_\_\_ X \$35 = \$\_\_\_\_\_

- ☐ I will be sharing a booth. Please list the additional craft participants in your booth.
- Name: \_\_\_\_\_ Address: \_\_\_\_\_
- Name: \_\_\_\_\_ Address: \_\_\_\_\_
- Name: \_\_\_\_\_ Address: \_\_\_\_\_

## Product Information

- Describe in detail handmade crafted items to be sold in your booth.
- Only items listed on application will be allowed to be sold at festival.
- Photographs of all crafts you intend to sell must be on file with us.
  - If you are a new vendor, please submit photos with your application.
  - If you are a returning vendor and have sent photos in the past, we only need photos of any new products that you intend to sell.

[illegible]

If you are chosen to participate in this year's festival, you will receive a confirmation letter once all applications have been reviewed.

I have read and agree to abide by the rules and procedures of the Seymour Oktoberfest, Inc.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_