



# 2023 BOOTH APPLICATION PACKET

Harvest Homecoming Office | 431 Pearl Street | New Albany, IN 47150 | 812-944-8572 | Booths@harvesthomecoming.com

## BOOTH DATES

BOOTH SETUP DATE:	WEDNESDAY, OCTOBER 11 <sup>TH</sup> , 2023
BOOTH DAYS:	OCTOBER 12 <sup>TH</sup> , 13 <sup>TH</sup> , 14 <sup>TH</sup> , & 15 <sup>TH</sup> , 2023

Dear Booth Operator,  
This packet contains a simple, **4-STEP** Booth Application for the 2023 Harvest Homecoming Festival.

### BOOTH RENTALS:

10' x 10' Space (if submitted prior to 7/8/23):	\$325
10' x 10' Space (if submitted after 7/8/23):	\$400
Downtown Merchant Rate (payable by 7/8/23):	\$300

**PRE-SCHEDULED BOOTH SETUP NIGHT:** Wednesday, October 11<sup>th</sup>, 2023

**FIRE, HEALTH, & ELECTRICAL INSPECTIONS:** Thursday, October 12<sup>th</sup> | 9:00 a.m. – Noon

### OFFICIAL BOOTH DAYS & SCHEDULES:

Thursday, October 12 <sup>th</sup>	Noon – 9 p.m.
Friday, October 13 <sup>th</sup>	9 a.m. – 10 p.m.
Saturday, October 14 <sup>th</sup>	9 a.m. – 10 p.m.
Sunday, October 15 <sup>th</sup>	Noon – 5 p.m.

### IMPORTANT INSTRUCTIONS:

1. **PRINT** and **FULLY COMPLETE** the entire application packet and return promptly (**Step 1**).
2. **INCLUDE** all applicable contact information; **PLEASE PRINT CLEARLY**
3. If your booth is a trailer, please **INDICATE** this so we can schedule your setup properly.
  - a. If your booth is not a trailer but you plan to use a trailer for set up/tear down, please **INDICATE** this for scheduling purposes.
4. If you are a food booth, please **INDICATE** whether you cook with propane fuel.
5. **READ** all booth rules and sign (**Step 2 and Step 3**) as shown. Failure to do so will invalidate your application.
6. **INCLUDE** full payment with your application, including additional electric fee if applicable (**Step 4**).

The Booth Committee is dedicated to providing a booth area that our community and Booth Operators will enjoy. Cash booth decorating awards are given each year for booth decorating according to the festival theme.

### 2023 HARVEST HOMECOMING THEME: AN OLD-FASHIONED HARVEST

If you have any questions, please send an email to [Booths@harvesthomecoming.com](mailto:Booths@harvesthomecoming.com) or visit the website at [www.harvesthomecoming.com](http://www.harvesthomecoming.com). The Booth Committee will evaluate your application and you will be notified of acceptance, booth placement, etc. in early September.

**BOOTH RENTAL REFUND POLICY:** If you should need to cancel, every effort will be made to re-rent your booth space. If we are successful, your money will be refunded.

The Booth Committee will review any special requests. We look forward to working with you!

Sincerely,  
Harvest Homecoming Booth Committee:

Vice President: Kara Duggin  
Members: Alison Coe (Chairperson), Susanne House, and Beth White (Advisor)



# BOOTH APPLICATION

Booth #	_____
Date Paid	_____
Amount	_____
Check #	_____
FOR HHC USE ONLY	

## STEP 1: BOOTH INFORMATION

### BOOTH OPERATOR INFORMATION – PLEASE PRINT CLEARLY

ORGANIZATION NAME:	_____				
ADDRESS:	_____				
CITY:	_____	STATE:	_____	ZIP:	_____
CONTACT NAME:	_____				
PHONE:	_____	MOBILE PHONE:	_____		
EMAIL:	_____				

### BOOTH INFORMATION – PLEASE PRINT CLEARLY

RETURNING OPERATOR - PREVIOUS YEAR BOOTH NUMBER:	_____	<input type="checkbox"/> New Operator
# OF BOOTH SPACES REQUESTED (10' X 10'):	_____	ELECTRIC NEEDED: 20-amp (included) <input type="checkbox"/> Yes <input type="checkbox"/> No
IF REQUESTING ADDITIONAL ELECTRIC, <b>CHOOSE ONE OPTION</b> (SEE PAGE 4):	<input type="checkbox"/> One additional 20-amp <input type="checkbox"/> 1-Pole 30-amp 2-Pole: <input type="checkbox"/> 20-amp <input type="checkbox"/> 30-amp <input type="checkbox"/> 40-amp <input type="checkbox"/> 50-amp	
ORGANIZATION STATUS:	<input type="checkbox"/> Profit <input type="checkbox"/> Not-for-Profit	USE PROPANE FUEL: <input type="checkbox"/> Yes <input type="checkbox"/> No
BOOTH CATEGORY:	<input type="checkbox"/> Civic <input type="checkbox"/> Church <input type="checkbox"/> Business <input type="checkbox"/> Social Service <input type="checkbox"/> Individual Political <input type="checkbox"/> Charitable <input type="checkbox"/> School	
BOOTH SETUP INFORMATION:	STRUCTURE: <input type="checkbox"/> Free-Standing <input type="checkbox"/> Trailer <input type="checkbox"/> Rented from:	
	<b>TRAILER USED FOR BOOTH SETUP/TEAR DOWN:</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No

#### DESCRIBE YOUR BOOTH (CHECK ALL THAT APPLY & DESCRIBE EACH):

(Please be specific – we use your description for evaluation and advertising. Attach additional page(s) if needed)

- Food  Crafts  Raffle  Free Drawing  Promotion  Information  Giveaway

### BOOTH RENTAL & FEES INCLUDED WITH APPLICATION PACKET

BOOTH RENT (X # OF SPACES):	_____	EXTRA POWER (\$200) OR INCREASED POWER (\$350):	_____
TOTAL AMOUNT INCLUDED:	_____	PAYMENT TYPE:	<input type="checkbox"/> Check <input type="checkbox"/> Money Order

**Note that no more than TWO (2) vehicles per Booth Operator will be permitted for set-up/tear down.**



# HARVEST HOMECOMING BOOTH RULES

Harvest Homecoming Office | 431 Pearl Street | New Albany, IN 47150 | 812-944-8572 | Booths@harvesthomecoming.com

## STEP 2: RULES

**SIGN & RETURN. KEEP A COPY FOR YOUR RECORDS.**

**IT IS IMPORTANT THAT YOU READ THESE RULES CAREFULLY. IT IS YOUR RESPONSIBILITY TO SEE THAT THE RULES ARE OBEYED. FAILURE TO AHERE TO THE RULES MAY RESULT IN IMMEDIATE REMOVAL FROM THE FESTIVAL.**

1. Each booth space is 10' x 10'.
2. Booth Rent is for the total of four (4) days. Payment for booth rental must include your fully completed, signed booth application packet (six (6) pages).
3. Booth Setup is the Wednesday evening prior to Official Booth Days. Booths will **ONLY** be setup on Wednesday at the allocated time you receive with your confirmation information. Booth Fire, Health, and Electrical Inspections take place from 9 a.m. – 12 p.m. on Thursday morning. **A booth representative must be available during these hours.** Upon successful inspection, each booth will be given an approved inspection certificate that **must be visibly displayed** during booth days. You are responsible for the safety and security of your booth area.
4. All booths must be operated and attended during the officially scheduled hours of all four booth days. Booths will **ONLY** be dismantled on Sunday at the allocated time you receive with your confirmation information. All booths and related materials (including CO2 containers, 2 liters, rental items and equipment) must be removed by 8 p.m. on the Sunday of booth days.
5. The State of Indiana has adopted the Federal Fire Code for Festivals and Fairs. The Indiana Fire Marshal will enforce this code. It is **IMPERATIVE** to read and implement the attached New Albany Fire Code which reflects these regulations.
6. **Booths selling any type of food must obtain a permit from the Floyd Co. Health Department. Permits will be issued June 1<sup>st</sup> through October 5<sup>th</sup>. An application will be provided with this letter for Operators to obtain their permit by mail. Mail-in application and Health Department regulations are attached to these rules. Questions need to be directed to the Floyd Co. Health Department at 812-948-4726.**
7. SEE BOOTH ELECTRIC RULES & REGULATIONS SHEET (ATTACHED TO RULES). **Electric heaters are not allowed.**
8. All booths offering a raffle, drawings, or giveaways must contact the Indiana Charity Gaming Commission ([www.in.gov/igc](http://www.in.gov/igc) or [by phone 1-317-232-4646](tel:1-317-232-4646)) to obtain gaming license. The application process can be lengthy, so please apply for the license as soon as possible. Applicable booths must have gaming license posted in their booth **AT ALL TIMES**. Violations will automatically result in loss of booth space.
9. **All booths must visibly display name of booth, sponsoring organizations, inspection certificate, and booth number at all times.**
10. The following items are not allowed in booth area: alcohol, glass bottles, disruptive speakers, radios, sound systems, music, or bullhorns. In addition, no slides, posters, movies, or materials that may be considered offensive will be allowed.
11. Booths/tents must have three sides and a roof, 40 lbs. per tent leg, and be in compliance with Indiana Fire Code regulations.
12. Harvest Homecoming reserves the right to move booth locations, and set the placement of booths within the downtown booth area. In addition, we reserve the right to refuse or reject any booth, at any time for rules violation, unprofessional behavior, offensive language/actions, or questionable operations.
13. Remove all vehicles from the booth area before opening time each day. If restocking is necessary, it may be done before or after operation hours or may be carried into booth location. Golf carts are not allowed in the booth area except those operated by Harvest Homecoming. Vendor unloading on Sunday will only be permitted between 8 a.m. and 10 a.m. due to pedestrian traffic. **Each Booth Operator is allowed only TWO (2) vehicles for setup (Wednesday) and tear down (Sunday).**
14. Downtown business owners may lease booth space for their businesses. The committee will attempt to locate this space as close to the business as possible.
15. No booth location may be sublet.
16. Booth Operators must confine operations to their assigned booth space. Booth operators may not sell or distribute materials from the back of their booth or outside of booth.
17. **All sidewalks must be kept open behind booths. No storage or seating allowed outside of booth space.**
18. Booth operators must provide their own trash container appropriate for the needs of their operation and use the roll-off dumpsters to empty their containers. Please break down all boxes before placing in dumpsters.
19. Do not place any liquids and/or grease into gutters, grates, around trees, sewers, or onto sidewalk or street. A special depository is provided for this type of disposal requirement. Please contact Harvest Homecoming for locations.
20. **The Harvest Homecoming trash containers located in the booth area are not to be used by Booth Operators.**
21. Any decorated booth that displays the annual theme of the festival will be eligible for cash awards and recognition. Any decorating must be fire proof and comply with state fire code.
22. Harvest Homecoming officials reserve the right to close or delay hours of booth operation in the event of inclement weather.

**PLEASE NOTE: The attached State & Local Fire Code/Electric Rules which will be considered as part of these rules.**

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

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



# HARVEST HOMECOMING BOOTH RULES

## STEP 3: RULES (Continued)

SIGN & RETURN. KEEP A COPY FOR YOUR RECORDS.

## ELECTRIC RULES & REGULATIONS

*Electric information has been updated and revised for 2023. Please read carefully.*

Harvest Homecoming will provide every **ONE (1)** 10' x 10' Booth rental space with **ONE (1)** 20-amp rated circuit breaker **ONLY**, connected to a GFI receptacle/outlet.

**All Booth Vendors MUST use Harvest Homecoming supplied electric panels ONLY.**

### Booth Operator's Responsibilities:

- **BE PRESENT** in their Booth for Fire and Electrical inspections at 9:00am on Thursday morning of Booth Days.
- **SUPPLY** cord as outlined in the tables below, from their Booth space to an electric panel provided by Harvest Homecoming. 100' is standard but in some instances, an additional 100' cord may be needed.
  - **Cords cannot be taped together or wrapped with any material.**
  - **Cords must be on the curb and out of gutter at all times.**
  - **Cords cannot cross sidewalks nor be outside of an Operator's designated booth area.**
- **LABEL** each cord 12" from its connection to the electric panel with a label supplied by Harvest Homecoming.
  - **Failure to label the cord will result in the cord being disconnected from the electric panel.**
- **PROVIDE** a means to turn power on and off within their Booth space. A power strip with an on/off switch is sufficient and the minimum allowed by State inspectors.
- **VISIBLY DISPLAY** their assigned Booth number(s) at all times (beginning at Booth setup) for inspectors and Harvest Homecoming Officials.
- **VISIBLY DISPLAY** their inspection certificate (given on Thursday morning) at all times for inspectors and Harvest Homecoming Officials.
- Electrically powered auxiliary storage equipment within 25' of the Booth area, servicing a Booth Operator, must be discussed with and approved by the Harvest Homecoming Festival by **September 1, 2023**.

### ELECTRIC INCLUDED WITH BOOTH RENT

Electric Rating	Fee	Required Cord Type	Number of Cords
1 Standard, 20-amp outlet per Booth space	Included with Booth rent	12/3 factory sealed cord with ground prongs per Booth space	1 per paid Booth space.

### Operators Requesting Greater Than the Standard 20-Amp Outlet Included with Booth Space:

**Operators requesting a circuit breaker rated higher than 20 amps must give prior notification to Harvest Homecoming. The request will be reviewed on a case-by-case basis due to availability of electric service within the Booth area. Priority will be given to returning Booth Operators.**

**To Request Additional Electric:**

- **MARK** requested electric on the Booth application (**Step 1**).
  - Harvest Homecoming will review the request and notify the Operator whether their request may be accommodated.
- **PAY** an additional electric fee as outlined in the table below, if requiring anything above a 20-amp rated circuit breaker. This fee covers the cost of the breaker and/or extra amperage along with electric panel maintenance.
  - ***Please include this fee with your Booth rent. It will be returned if Harvest Homecoming is unable to accommodate the request for extra amperage.***
- **SUPPLY** the appropriately rated cord for the increased amperage.

<b>ADDITIONAL ELECTRIC OPTIONS – CHOOSE ONE OPTION ONLY IF NEEDED</b>			
<b>Electric Rating</b>	<b>Fee</b>	<b>Required Cord Type</b>	<b>Number of Cords</b>
<b>Extra Power:</b> one additional standard 20-amp outlet	\$200.00	12/3 factory sealed cord with ground prongs	1 extra cord.
<b>Increased Power:</b> ANYTHING above and beyond a single pole, 20-amp breaker ( <b><i>not to exceed 50 amps</i></b> )  <b><i>REPLACES one standard 20-amp outlet</i></b>	\$350.00	1 direct wire from booth to electric panel connected by Harvest Homecoming electrician. Cord size is dictated by breaker size.	1 appropriately rated cord for amperage requested which <b><i>REPLACES one standard 20-amp outlet and associated power cord.</i></b>

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

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



# HARVEST HOMECOMING BOOTH RULES

STEP 3: RULES (Continued)

SIGN & RETURN. KEEP A COPY FOR YOUR RECORDS.

## NEW ALBANY FIRE CODE

1. ALL CANOPY OR TENT BOOTHS MUST BE IN COMPLIANCE with CURRENTLY ADOPTED INDIANA FIRE CODES. The Booth Operator shall have proof by an approved testing laboratory, certifying that the tent or canopy and tension membrane structures, sidewalls, drops, and tops of temporary membrane structures, canopies, tarpaulins, floor coverings, buntings, combustible decorative materials and effects shall be composed of flame-resistant material in accordance with CPAI-84 or NFPA 701. This code will be enforced with tent booths using electrical devices to keep food or beverage warm. Examples: crock pots, coffee pots, etc.
2. All tents in booth area must meet current fire codes for Indiana.
3. **No straw, hay bales, or corn shucks in booth area.** All decorative materials shall comply with state fire code.
4. Tents or canopies may use steam tables or sterno candles if they have proper containment receptacles; Fire Inspector will have final approval. ALL BOOTHS COOKING FOOD WITH PROPANE WILL BE REQUIRED TO BE IN A WOOD BOOTH OR AN APPROVED FOOD CONCESSION MOBILE BOOTH.
5. Wood booths will be classified as a Class I structure and shall have permanent wiring. In addition, all wood booths that have open flames, grills, deep fat fryers, or any other vapor producing cookers that produce flammable or nonflammable gases shall have a hood suppression cover with a ventilation system. Any compressed gas cylinder tank must be separate from wood booth. The separation distance is based on tank size. A maximum sized 125-gallon tank or less must have 5 ft. separation from wood booth and any other permanent structure. Booths using compressed gas cylinders, flammable or nonflammable gases, will have the container marked with the name of the case contained. All cylinders in service or storage must be secured to prevent from falling over or being knocked over; Helium tanks are included.
6. All booths, except food preparation booths, shall have a portable fire extinguisher with a minimum rating of 2A-10BC. One (1) 5-pound multi-purpose dry chemical or Two (2) 2 ½ pound multi-purpose dry chemical extinguishers are acceptable.
7. All booths preparing food shall have a sodium bicarbonate or potassium bicarbonate dry-chemical type portable fire extinguishers with a minimum rating of 40B:C or Type K extinguisher. **\*\*(Note: Multi-purpose dry chemical extinguishers will NOT meet this requirement).**
8. The Fire Inspector has indicated that all booths MAY NOT operate until inspected and no gas, electric, or any cooking appliance will be allowed on sidewalk behind booth space.
9. **NO SMOKING SIGNS AND BOOTH NUMBER SHALL BE POSTED IN EACH BOOTH AT ALL TIMES.**
10. The Fire Inspector has indicated that all booths MAY NOT operate until inspected and appropriate certification. This inspection will take place Thursday morning of booth days. Booth days open at 12 p.m.; **HOWEVER, BOOTH OPERATORS/OWNERS MUST BE IN THEIR BOOTH BY 9 A.M. FOR ALL FIRE AND ELECTRICAL INSPECTIONS BEFORE OPENING.**

**YOU WILL BE GIVEN A COPY OF THESE RULES FOR POSTING IN YOUR BOOTH.**

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

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



# HARVEST HOMECOMING BOOTH RULES

## STEP 4: AUTHORIZATION

I, the undersigned, certify the information provided on my application to be true and factual to the best of my knowledge. Please read and initial the following three (3) statements:

- I have read and understand the Harvest Homecoming Booth Rules and I will see that they are obeyed at all times. (Copy of rules on website or enclosed if application mailed.)
- I accept the responsibility for the safety and security of my booth.
- I have enclosed full payment for Booth Rental and additional electric (if applicable).

### CHECK OR MONEY ORDER MUST ACCOMPANY THIS APPLICATION.

Make check payable for total amount from page 1. Make check or money order payable to Harvest Homecoming. Mail to Harvest Homecoming, Attn: Booth VP, P.O. Box 102, New Albany, Indiana 47151-0102.

**Note: The Booth Committee will not guarantee any booth space location. We will make every effort to accommodate all applications that meet the theme and traditional requirements of Harvest Homecoming, Inc.**

1. Harvest Homecoming grants to Booth Operator the use/rental of booth space at the festival of Harvest Homecoming in New Albany, Indiana for the festival period specified.
2. At all times relevant to this Agreement, Booth Operator agrees to comply with any and all applicable federal, state, county and city laws, ordinances, rules and regulations (the "Laws"), and also any and all rules and regulations and policies adopted by Harvest Homecoming or its designated committee (the "Rules"), whether now existing or subsequently adopted.
3. This Agreement shall be subject to termination by Harvest Homecoming without notice or hearing upon any violation of the Laws and/or Rules by Booth Operator, or its agents, employees or other designees.
4. Booth Operator hereby indemnifies, defends, and holds harmless Harvest Homecoming, its officers, agents, contractors, and employees from any and all claims, demands, actions, causes of action, suit, or proceeding for loss of damage incurred, either in whole or in part, by the negligence or willful misconduct of Booth Operator, its officers, agents, contractors, and employees.
5. Booth Operator, for itself and its officers, agents, contractors, and employees, their respective successors, assigns, heirs and/or personal representatives, hereby releases Harvest Homecoming, its officers, agents, contractors, and employees from any and all liability for any claims, demands, actions, causes of action, suit or proceeding for any loss or damage suffered by Booth Operator, its officers, agents, contractors, and employees, arising out of Booth Operator's participation in the Harvest Homecoming Festival.

Signature

Date

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Printed Name

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Send any inquiries and all correspondence to:  
 Harvest Homecoming  
 Attn: Booth VP  
 P.O. Box 102  
 New Albany, Indiana 47151-0102