



BOOTH APPLICATION

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

BOOTH DATES

BOOTH SETUP DATE:	WEDNESDAY, OCTOBER 5TH, 2022
BOOTH DAYS:	OCTOBER 6TH, 7^H, 8TH & 9TH, 2022

Dear Booth Operator,

This letter contains a simple 4-STEP Booth Application Form for the 2022 Harvest Homecoming Festival.

BOOTH RENTALS

10' x 10' Space (if submitted prior to 7/9/22):	\$325
10' x 10' Space (if submitted after 7/9/22):	\$400
Downtown Merchant Rate (payable by 7/9/22):	\$300

PRE-SCHEDULED SETUP NIGHT: Wednesday, October 5, 2022

OFFICIAL BOOTH DAYS & SCHEDULES:

Thursday, October 6	Noon – 9 p.m.
Friday, October 7	9 a.m. – 10 p.m.
Saturday, October 8	9 a.m. – 10 p.m.
Sunday, October 9	Noon – 5 p.m.

IMPORTANT INFORMATION:

1. Print and fully complete the application and return promptly.
2. Include all applicable contact information.
3. If your booth is a trailer, please indicate so we can schedule your setup properly.
4. If you are a food booth, please indicate if 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 (Step 4).

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

2022 HARVEST HOMECOMING THEME: A FALL FAIRYTALE

If you have any questions, please email Beth White at bwhite@harvesthomecoming.com or visit the website at www.harvesthomecoming.com.

The Booth Committee will evaluate application and you will be notified of acceptance, booth placement, etc. in early September.

Booth Rental Refund Policy: 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 request.

We look forward to working with you!

Sincerely,
Harvest Homecoming Booth Committee

Vice President: Beth White
Members: Kara Duggin, Alison Coe, Patty Fischer and Haley Matheny



BOOTH APPLICATION

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

STEP 1: BOOTH INFORMATION

INFORMATION					
ORGANIZATION NAME:					
ADDRESS:					
CITY:		STATE:		ZIP:	
CONTACT NAME:					
PHONE:		MOBILE PHONE:			
EMAIL:				FAX:	

BOOTH INFORMATION			
PREVIOUS YEAR BOOTH #:			<input type="checkbox"/> N/A
DESCRIBE YOUR BOOTH (CHECK ALL THAT APPLY & DESCRIBE EACH): <small>(Please be specific – we use your description for evaluation and advertising)</small>			
<input type="checkbox"/> Food <input type="checkbox"/> Crafts <input type="checkbox"/> Raffle <input type="checkbox"/> Free Drawing <input type="checkbox"/> Promotion <input type="checkbox"/> Information <input type="checkbox"/> Giveaway			
# OF BOOTH SPACES REQUESTED (10' X 10'):		AMOUNT ENCLOSED FOR SPACES:	\$
PAYMENT TYPE:	<input type="checkbox"/> Check <input type="checkbox"/> Money Order	ELECTRIC FEE:	\$
ORGANIZATION STATUS:	<input type="checkbox"/> Profit <input type="checkbox"/> Not-for-Profit		
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:	<input type="checkbox"/> Free-Standing <input type="checkbox"/> Trailer <input type="checkbox"/> Rented from: _____		
	TRAILED USED FOR BOOTH SETUP:	<input type="checkbox"/> Yes <input type="checkbox"/> No	



HARVEST HOMECOMING BOOTH RULES

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STEP 2: RULES

SIGN & RETURN. KEEP A COPY FOR YOUR RECORDS.

IT IS IMPORTANT THAT YOU READ THESE RULES CAREFULLY, ESPECIALLY THOSE THAT ARE BOLD. IT IS YOUR RESPONSIBILITY TO SEE THAT THE RULES ARE OBEYED.

1. Each booth space is 10' x 10'.
2. Booth Rental is \$325 per space for the total of four days. Your payment for booth rental must be postmarked by July 9th. Any payment received after July 9th will be assessed \$400. Payment for booth rental must include your completed signed booth application and a signed copy of these rules and electric priority.
3. Booth Set-Up is Wednesday evening of October 5th. Booth Fire, Health, and Electrical Inspections take place 9 a.m. – 12 p.m. on Thursday morning. A booth representative must be available during these hours. Each booth will be given an approved inspection ticket 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 scheduled hours of all four booth days. Booths officially open on Thursday: 12 p.m. – 9 p.m., Friday: 9 a.m. – 10 p.m., Saturday: 9 a.m. – 10 p.m., and Sunday: 12 p.m. – 5 p.m. 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 through October 3rd. An application will be provided with this letter for vendors to obtain their permit by mail. Mail-in application and Health Department regulations are attached to these rules.**
7. All booths offering a raffle, drawings, or giveaways must contact the Indiana Charity Gaming Commission (www.in.gov/igc or by phone 1-317-232-4646) to obtain gaming license. Application process can be lengthy, so please apply for 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.
8. All booths must visibly display name of booth, sponsoring organizations and booth number.
9. 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.
10. Booths/tents must have three sides and a roof, 40 lbs. per tent leg, and be in compliance with Indiana Fire Code regulations.
11. 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, any time for rules violation or questionable operations.
12. 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. Gold carts are not allowed in the booth area except those operated by Harvest Homecoming. Vendor unloading on Sunday, booth day will only be permitted between 8 a.m. and 10 a.m. due to pedestrian traffic.
13. 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.
14. No booth location may be sublet.
15. Booth operators are required to stay within the boundaries of contracted booth space. Booth operators may not sell or distribute materials from the back of their booth or outside of booth.
16. SEE BOOTH ELECTRIC REQUIREMENT SHEET (ATTACHED TO RULES). Electric heaters are not allowed.
17. 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.
18. 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.
19. The Harvest Homecoming trash containers located in the booth area are not to be used by booth operators.
20. 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.
21. Booth operators must confine operations to their assigned booth space. All sidewalks must be kept open behind booths. No storage or seating allowed outside of booth space.
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 Code priority which will be considered as part of these rules.

Signature

Date

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HARVEST HOMECOMING BOOTH RULES

STEP 3: RULES (Continued)

SIGN & RETURN. KEEP A COPY FOR YOUR RECORDS.

ELECTRIC PRIORITY NATIONAL ELECTRIC CODE

1. (1) 10' x 10' Booth rental space includes (1) 20 amp circuit breaker ONLY.
2. Booth operators must supply 12/3 factory sealed cord from their booth space to electric panel. Normal length is 100 ft.; in some cases, an additional code may be necessary, up to 200 ft.
3. Booth operators must provide a means to turn power on/off within their booth space; this can be a power strip with an on/off switch. This is the minimum allowed by the state inspectors.
4. Your booth number needs to be visible at all times for inspectors and Harvest Homecoming officials.
5. Booth operators must be present in booth for inspections at 9 a.m. Thursday morning of booth days.

When purchasing more than 1 booth space (i.e. trailers), this will be reviewed on a case-by-case basis due to availability of electric service in booth area.

Requirements are as follows:

1. If you have multiple booth spaces you may use 1-12/3 factory sealed cord per booth space to electric panels.
2. If you require anything above a single pole 110 volt/20AMP breaker you will be required to make a request from booth committee. Each booth and its location will be decided on a case by case basis due to limited access of electric service per street. Examples:
 - a. 110 volt 30 amp breaker you will need- 3 conductor #10 gauge wire.
 - b. 220 volt 30 amp breaker- 4 conductor #10 gauge wire
 - c. 220 volt 60 amp breaker- 4 conductor #6 gauge wire
3. For First time booth operators requiring anything above a single pole 20 amp breaker; there will be a one-time fee of \$200. This cost includes breaker purchase and extra fee for amperage.
4. For returning booth operators that require above a single pole 20 amp breaker a \$100 fee is required each year to be paid with booth rental fee.

Signature

Date

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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 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 inspection 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.
10. The Fire Inspector has indicated that all booths MAY NOT operate until inspection 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

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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 two points:

- I have read and understand the rules of operation, and I will see that they are obeyed at all times. (Copy of rules on website or enclosed if application mailed)
- I also accept the responsibility for the safety and security of my booth.

CHECK OR MONEY ORDER MUST ACCOMPANY THIS APPLICATION.

Make check payable for \$325 per 10' x 10' space if submitted by July 9th. Make check or money order payable to Harvest Homecoming. Mail to Harvest Homecoming, Attn: Booth Chairman, P.O. Box 102, New Albany, Indiana 47151-0102.

*After July 9, it is \$400 per 10' x 10' space.

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 Vendor 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, Vendor 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 Vendor, or its agents, employees or other designees.
4. Vendor hereby indemnified, defends and hold 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 Vendor, its officers, agents, contractors and employees.
5. Vendor, 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 Vendor, its officers, agents, contractors, and employees, arising out of Vendor's participation in the Harvest Homecoming Festival.

Signature

Date

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Printed Name

Date

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