



2024 HARVEST HOMECOMING BOOTH RULES

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

IT IS IMPORTANT THAT YOU READ THESE RULES CAREFULLY. IT IS YOUR RESPONSIBILITY TO SEE THAT THE RULES ARE OBEYED. FAILURE TO ADHERE TO THE RULES MAY RESULT IN IMMEDIATE REMOVAL FROM THE FESTIVAL. PRINT & KEEP A COPY FOR YOUR RECORDS.

1. Each booth space is 10' x 10'.
2. Booth rent is for the total of four (4) days. Payment of booth rent must include your fully completed, signed/acknowledged online form and Booth Rent Payment Form. For those requesting a paper application, rent must be submitted with your fully completed, paper application packet.
3. Booth setup is the Wednesday evening prior to Official Booth Days. Booths will **ONLY** be set up on Wednesday at the allocated time you receive with your Booth Assignment Packet. 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 (**Thur. 12pm-9pm, Fri. & Sat. 9am-10pm, Sun. 12pm-5pm**). Booths will **ONLY** be dismantled on Sunday after 5pm. **Vehicles may not move/be in the booth area until the allocated time you receive with your confirmation information.** All booths and related materials (including CO2 containers, 2 liters, rental items, equipment, and any waste on the street) must be removed by 8 p.m. on the Sunday of booth days.
5. Booth operators are responsible for keeping their booth area, including the city street on which it sits, clean. Appropriate precautions are to be taken to protect the street, gutter, and sidewalk from grease, oil, adhesives, paint, or any other substance that may deface, damage, or leave unsightly messes behind. Booth Operators will ensure the street/gutter/sidewalk is properly cleaned as needed. If special cleaning is required by the City of New Albany, the cost will be billed to the Booth Operator assigned to the impacted space(es).
6. 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 New Albany Fire Code which reflects these regulations (linked online), and is considered part of these rules.
7. [NFPA Food Truck Safety](#) guidelines will be used by Harvest Homecoming in the booth placement process with respect to food trucks as directed by the New Albany Fire Marshall.
8. **Booths selling any type of food must obtain a permit from the Floyd Co. Health Department. Permits will be issued June 3rd through October 3rd. An application will be made available online for Operators to obtain their permit by mail. Mail-in application and Health Department regulations are linked through the Harvest Homecoming Website. Food permit applications and all questions need to be directed to the Floyd Co. Health Department at 812-948-4726.**
9. **See Booth Electric Rules & Regulations Sheet** (linked online and included with paper application requests) which will be considered part of these rules. **Electric heaters and generators are not allowed.**
10. 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 a gaming license. The application process can be lengthy, so please apply for the license as soon as possible. Applicable booths must have a gaming license posted in their booth **AT ALL TIMES**. Violations will automatically result in loss of booth space.
11. **All booths must visibly display the name of the Operator, sponsoring organization(s), inspection certificates, no smoking sign, and booth number at all times.**
12. The following items are not allowed in the 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. **Vendors requiring the use of sound and/or video to operate their booth and/or showcase their product must request permission to do so from the Booth Committee. The request must be in writing and fully explain how the absence of sound/video is detrimental to the operation of their booth. Requests are to be submitted via email to Booths@harvesthomecoming.com no later than October 8, 2024.**
13. By order of the City of New Albany Stormwater Department and the Floyd County Health Department, wastewater or greywater (water used for handwashing, dishwashing, all wastewater from a non-toilet system) must be stored and disposed of via a proper sewage system (i.e. sink) leading to a treatment facility. **Wastewater cannot be discarded via storm drains or in the grass/landscaping.**
14. Booths/tents must have three sides and a roof, with 40 pounds of weight per tent leg, and be in compliance with Indiana Fire Code regulations.
15. Harvest Homecoming reserves the right to move booth locations, and set the placement of booths within the downtown booth area. Booth spaces are not reserved, promised, or guaranteed. 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.
16. All vehicles must be removed from the booth area before opening time each day. If restocking is necessary, it may be done before or after operating 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).**
17. Downtown New Albany business owners may lease booth space for their businesses. The committee will attempt to locate this space as close to the business as possible.

18. No booth location may be sublet.
19. 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.
20. **All sidewalks must be kept open behind booths. No storage or seating allowed outside of booth space.** 21. 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. 22. Do not place any liquids and/or grease into gutters, grates, around trees, sewers, storm drains, or onto sidewalk or street. A special depository is provided for this type of disposal requirement. Please contact Harvest Homecoming for locations.
23. **The Harvest Homecoming trash containers located in the booth area are not to be used by Booth Operators.**
24. All booths wishing to be considered for a booth decorating award must indicate their request on the Booth Application. Failure to do so will exclude a booth from consideration. Designated booths displaying the annual theme of the festival will be eligible for cash awards and recognition. Any decorating must be fire proof and comply with the state fire code.
25. Booth Days are a rain or shine event. Harvest Homecoming officials reserve the right to close or delay hours of booth operation in the event of inclement weather.
26. **The State & Local Fire Code/Electric Rules will be considered as part of these rules.**

Signature: _____ Date: _____