



Swiss Wine Festival
PO Box 151
Vevay, Indiana 47043
(812) 427-9463
SwissWineFestival.org

February 2025

It is time to start making plans for the 53rd annual Swiss Wine Festival! The dates will be August 21st – August 24th 2025.

For 2025, our layout will include no more than 23 food booths with a waiting list for additional booths.

Please review the available spaces and fees. If you are unable to attend, please let me know so we can offer the space to the next person on the wait list. We will be refunding any prepayments/deposits until August 1, 2025. Your full balance **MUST** be paid by August 1, 2025.

Receipts will be sent via email, please watch for any email communication.

If you have any questions or concerns, please reach out to Carrie Weatherholt @ (812) 778-6653.



2025 Food Booth Policies & Regulations for the Swiss Wine Festival

DATES & TIMES:

Thursday, August 21 st	4:30 pm to 9:30 pm
Friday, August 22 nd	3:00 pm to 11:00 pm (optional lunch: 11:00 am to 1:00 pm)
Saturday, August 23 rd	11:00 am to 11:00 pm
Sunday, August 24 th	11:00 am to 4:00 pm

SET-UP:

Wednesday, August 20 th	8:00 am to 7:30 pm
Thursday, August 21 st	8:00 am to 11:00 am

DEPOSITS: All deposits **MUST** be received by May 1st, 2025.

DEADLINE: August 1, 2025, all applications, and payments **MUST BE RECEIVED**. If received after August 1st, 2025 you will lose your deposit and vendor spot. Make check or money order payable to the Swiss Wine Festival or pay digital from the invoice sent to your email.

BOOTH FEE: Booth fee will be the sum of the street frontage feet times \$45.00 and space depth feet times \$35.00. This includes electric and water hook ups. All fees must be paid by August 1st.

BOOTH SIZE: Vendor booth must conform to the exact space(s) allotted. Trailer length will be measured from front tongue to reach including overhang. If you are a NEW vendor, the attached diagram of your space needs to be filled out accurately as it will determine your booth fee and the space that will be allotted for your booth. Vendors will need to keep all booth items within your allotted space. Booths must be kept clean, well maintained, and attractive.

MENU: A complete list of items to be sold **MUST** be included on the application. A menu change can only be made with the approval of the Swiss Wine Festival board members. If a vendor is found to be selling items not indicated on their application, they will be asked to stop selling the item(s) and/or ultimately leave the festival.

INSURANCE: ALL food vendors must submit a Certificate of Insurance with the application. The insurance policy can be no less than \$1,000,000 liability, naming the Swiss Wine Festival, Inc. as an additional insured. Vendors may be required to show proof of insurance at the time of set-up.

HEALTH REQUIREMENTS: It is the responsibility of the vendor to satisfy all Switzerland County Board of Health & State of Indiana requirements. The Switzerland County Health Department will charge each food vendor a \$25.00 inspection fee. The SWF, Inc. is not responsible for vendors who do not obtain proper permits and NO refund will be issued by SWF, Inc. if permits are not obtained or denied. **ALL FOOD VENDORS MUST DISPLAY THEIR PERMIT PROMINENTLY DURING THE FESTIVAL.** The following health rules will be in effect and will be strictly enforced.

1. A copy of food handler certificate must always be available.
2. Hot cooked food must be held at 140F during storage, display and service. Cold food must be held at 41F or below during storage, display or service.
3. Hot and cold equipment must be adequate to maintain temperatures.
4. Food thermometers that are dial indicating, 0F to 220F, bayonet style, must be on hand and being used to check temperatures.
5. Food products shall be shielded or covered to protect from consumer contamination.
6. **NO SMOKING AT ANY TIME IN THE FOOD BOOTH.**
7. Satisfactory hygiene of food booth workers.
8. Trash receptacles are required in your booth for your trash.

9. Grease shall be disposed of in the grease barrels provided.
10. Wastewater must NOT be allowed to run out on the ground, and it must be disposed of in the sewer drains.
11. You must have a means to wash hands in your booth: soap, fresh water, and paper towels. Each person entering to work MUST wash their hands.
12. Food service works shall minimize hand contact with ready-to-eat food. Workers should use plastic gloves or food wrappers to avoid direct contact with any food.
13. Ice must be from an approved source, free from contamination and able to be properly drained. Water must be drained off ice on a constant basis.
14. Water hoses shall be "food grade" (white/clear hose).
15. Cleaning compounds stored separately.



SAFETY REQUIREMENTS: The following safety rules will be in effect and will be strictly enforced.

1. All food booths must have a working up to date (fully charged) fire extinguisher with be strictly enforced.
2. A "K" type fire extinguisher must be provided where deep fat fryers are in use.
3. All tents must be flame retardant.
4. All compressed gas cylinders must be secured or chained down to prevent the tank being tipped over.
5. Concession stands and trailers must have hinges, awnings, and braces safely keyed (nails are not approved).
6. Stakes and ropes in traffic areas shall be provided with highly visible covers.
7. All food booths will be inspected by the safety committee.



ELECTRICAL REQUIREMENTS: There shall be NO exposed wires (including wires covered with black electrical tape) on electrical cords/connections. Electricity (100v and/or 220v) will be provided for each food vendor. All applicants must indicate their electrical needs on the application. All electrical hook-ups will be inspected by the safety committee. Food vendor agrees to hold the SWF, Inc. harmless from all damages and/or injury caused by electrical problems.



CLEAN-UP: It is the responsibility of each food booth vendor to clean up their own area. All trash should be put in the barrels provided. The SWF, Inc. will provide continual garbage pickup. Those handling grease must dispose of all grease to the grease barrel provided.







SECURITY: The SWF, Inc. is within the jurisdiction of the Switzerland County Sheriff's department. The SWF, Inc. will provide limited additional security in the festival area after hours. However, the SWF, Inc. is not responsible for lost or stolen items. The SWF, Inc. is not responsible for accidents or the acts of others.



PLACEMENT: Placement of vendor booths is at the discretion of the SWF, Inc. Each application will be reviewed before space assignment is made. At no time will the SWF, Inc. guarantee usage of all serving side of trailers. Stock trucks/trailers are not guaranteed to be located behind your food booth space. Assigned spaces cannot be changed without the approval of the SWF, Inc.



TEAR DOWN: Absolutely, no tear-down will be permitted prior to 4:30 pm on Sunday, unless instructed otherwise by the SWF, Inc. officials. All food vendors are required to clean their own area and put trash in the barrels provided. Early tear-down or failure to remove all equipment and thoroughly clean rental space will result in a \$250.00 charge. The SWF, Inc. will not be responsible for storing, maintaining, or watching over any items left.

-  **CANCELLATIONS:** Full refunds will be given through August 1, 2025. Absolutely NO REFUNDS after this date or for “No Show.” **NO RAIN DATES**
-  **CONFIRMATION:** Confirmations will be sent once your booth space and payment are confirmed.
-  **RENTAL AGREEMENT:** The food vendor agrees that the SWF, Inc. may revoke this agreement at any time and for any reason. Non-compliance of the rules at outlined in this agreement or in further written notices will result in immediate removal of food vendor with no refund. This agreement is for booth space only. The SWF, Inc. will not supply extension cords, tables, or other equipment. The SWF, Inc. will not be responsible for manpower needed to place the trailers and equipment. All rental agreements must be accompanied with payment in full. It is the food vendor’s responsibility to read and understand all regulations as outlined in this rental agreement. The SWF, Inc. is not responsible for accidents, damage, or loss of any kind. Business activity must be conducted in your reserved space only. NO OBSCENE MATERIALS OR ALCHOLIC BEVERAGES will be accepted. Any modifications shall be done in writing and approved by the SWF, Inc., and food vendor. Indiana law shall be used to decide any disputes which may arise as a result of this contract.
-  **MAILING ADDRESS/CONTRACT:** Please complete the application and return with the full payment and COI to:
- **Swiss Wine Festival, Inc.**
PO Box 151
Vevay, IN 47043

THIS RENTAL AGREEMENT IS NOT TRANSFERABLE

 **FESTIVAL BUCKS SHOULD BE TREATED AS CASH. (EXAMPLE: IF YOU RECEIVE \$10 IN FESTIVAL BUCKS AND THE FOOD TOTAL IS \$8.00, YOU MUST REFUND \$2.00 IN CASH.**

BOOTH NAME: _____

2025 FOOD BOOTH SPACE LAYOUT

Street Side Length: _____



Depth Length:

In the box above, please layout your booth space. This includes anything that will be taking up space in or around your booth. Your space **MUST** include your awnings, serving tables, prep areas, stock trucks (parked behind your trailer) sandwich boards, and food trailer (including hitch), etc.

Everything you need for your booth must fit in the space you indicate. Your space will be outlined/marked off based on diagram. You must include **EVERYTHING** in this drawing, if something is not listed, you may not have the space necessary to set up your booth properly.

Your fee will be based on this outline and you will be held to that charge.

Please indicate any special requirements that your booth may have.

2025 FOOD BOOTH APPLICATION

Please Print

Booth Name: _____ Contact Name: _____

Address: _____ City: _____ Zip: _____

Phone: _____ Email: _____

REQUIRED BOOTH SPACE

Street side length _____ ft.

Depth length _____ ft.

Electrical 110V _____

220V _____

Total amperage required

List 2 main specialty menu items:

Complete list of all menu food items:

Complete list of all menu drink items:

BOOTH FEE CALCULATION

Street side length _____ ft. x \$45.00 = \$ _____

Depth length _____ ft. x \$35.00 = \$ _____

Camper/stock truck \$100.00 = \$ _____

Trash collection fee \$50.00 = \$ \$50.00

Total FOOD vendor space fee = \$ _____

Space Fee \$ _____

Less Deposit \$ 500.00

Balance Due \$ _____

PLEASE RETURN THIS APPLICATION ALONG WITH THE COI AND CHECK, DIGITAL INVOICE AND/OR MONEY ORDER MADE PAYABLE TO: SWISS WINE FESTIVAL, INC. (DEADLINE 8/1/25)

Applications can also be sent via email to: info@swisswinefestival.org and deposits/payments can be made over the phone.

I have read and understand the 2025 Food Booth Policies and Regulations for the SWF. I agree to abide by all of the rules described. I furthermore release the SWF, Inc. including their directors, officers, members, agents, volunteers and employees from all claims, demands, loss, damage or expense. This includes personal or bodily injuries or property damages arising out of or in connection with the use of rental space by the applicant during the SWF. I understand no refunds will be made after 8/1/25.

Food Vendor Applicant's Signature

Date



2025 FOOD VENDOR CHECK-IN INFORMATION

All vehicles must be out of the food court area by:

Thursday @ 3:00 pm

Friday @ 10:00 am

Saturday @ 10:00 am

Sunday @ 10:00 am

Food vendor meeting will be held on Sunday morning at 10:00 am in the small shelter on the East end of the food court.

Before you leave:

 **Get reimbursed for any festival bucks**

 **Pay for your ice**

 **Turn in your evaluation form**

 **Pay deposit for your 2026 booth space**

Have a great weekend!