



## Forks of the Wabash Pioneer Festival Foods Application

**DATES OF THE FESTIVAL:** September 27, 2025 and September 28, 2025

**FESTIVAL TIMES:** Saturday, 10:00 A.M. - 6:00 P.M. Sunday, 10:00 A.M. - 5:00 P.M.

**PLACE:** Huntington County Fairgrounds, 631 East Taylor Street, Huntington, Indiana 46750

Name of Organization: \_\_\_\_\_

Person in charge of booth: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Email Address: \_\_\_\_\_

Food / Beverage items to be sold: \_\_\_\_\_

What is your approximate day and time of arrival: \_\_\_\_\_

**VENDOR FEE: \$150.00 plus 10% of Gross Sales (10% Gross Sales fee is due by October 1<sup>st</sup>)**

**ELECTRICAL FEE:**

110 V – Number Required \_\_\_\_\_ AMPS \_\_\_\_\_ X \$10.00 = \_\_\_\_\_

220 V – Number Required \_\_\_\_\_ AMPS \_\_\_\_\_ X \$25.00 = \_\_\_\_\_

**BALES OF STRAW WILL NOT BE ALLOWED AROUND FOOD BOOTHS**

**A FOOD HANDLER'S PERMIT WILL BE REQUIRED FOR ALL FOR-PROFIT ORGANIZATIONS. THIS PERMIT MUST BE ON SITE FOR THE BOARD OF HEALTH TO VERIFY. NONPROFIT GROUPS WILL BE EXEMPT FROM THE FOOD HANDLER'S PERMIT. YOU MUST SEND IN PROOF OF INSURANCE AS WELL.**

Please include a diagram of your booth area with dimensions. Also complete the Health Department Food Permit located under the drop box "Vendor Info" on the website, then "printable application" listed as "Food Permit – Health Dept."

All food vendors must be set up by 9:00 a.m. Saturday for inspection by festival chairman at 9:15 a.m.

I HAVE READ THE **FESTIVAL REQUIREMENTS AND RULES** (BOTH LISTED BELOW) FOR PARTICIPATION AND AGREE TO ABIDE BY THE POLICIES AS STATED. I AGREE THAT I AM LIABLE FOR LOSS, DAMAGE OR INJURY TO MYSELF OR MY PROPERTY DURING THE COURSE OF THE FESTIVAL.

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

**TOTAL FEE DUE WITH APPLICATION BY JULY 1<sup>ST</sup>. NO APPLICATIONS WILL BE ACCEPTED AFTER THIS DATE. MAKE CHECKS PAYABLE TO THE "FORKS OF THE WABASH PIONEER FESTIVAL."**

**MAIL APPLICATION, PROOF OF INSURANCE, AND CHECK OR MONEY ORDER TO: Forks of the Wabash Pioneer Festival, Attn: Food Vendor Application, PO Box 187, Huntington, IN 46750 \* Mail health Department Food Permit to the address on the Health Permit with application fee.**

(Revised 2024)

## Festival Requirements for Participants

**TIMES:** All booths must be open between 10:00 a.m. & 6:00 p.m. on Saturday, and 10:00 a.m. & 5:00 p.m. on Sunday.

**BOOTH SET UP & TEAR DOWN:** Booth set up may begin Thursday evening, Friday after 7:00 a.m. and on Saturday morning and must be completed with vehicles out of the park by 9:30 a.m. Any booth tear down may not begin before 5:00 p.m. Sunday. Vehicles will **not** be permitted back into the park until 6:15 p.m. on Saturday and 5:15 p.m. Sunday to allow visitors to leave the park.

**BOOTH APPEARANCE:** The booth display and quality requirements are consistent throughout the festival. We are striving to maintain an “old fashioned” décor. The time period is 1800-early 1900’s. Trailers will not be permitted unless approved by the festival committee. All modern supplies must be screened from public view and tables must be skirted to the ground with appropriate materials. The Pioneer Festival reserves the right to require vendors to remove any items not appropriate to the festival.

**DELIVERIES:** All deliveries after 9:30 a.m. on Saturday and 9:00 a.m. on Sunday will have to be made on foot since no vehicles are allowed in the park after that time.

**TARP – TENT POLICY:** No poly tarps can be visible! Poly may be used if masked appropriately with burlap or other pre-1900 materials. Tents should be khaki, tan, brown, gray, or white. Aluminum tent poles must be disguised.

**COVERINGS:** drop clothes, oilcloth, burlap sacks, quilts or blankets may be used to cover unacceptable items.

**COOLERS:** All coolers cannot be visible to the public; they can be stored under covered tables or have a covering over them (see COVERINGS for details).

**TABLES:** Tables must be covered to the ground on all four sides. Suggested fabrics include broadcloth, calico, gingham, burlap, muslin, canvas, chambray or quilts.

**FIRES:** All fires must be contained and roped off to keep the public from harm and supervised at all times. NO OPEN FLAMES are allowed under a tent of any kind. All fires must burn wood, coal, or charcoal only. Smoking shall not be permitted in any tent, canopy, or temporary membrane structure or in any adjacent areas where hay, straw, sawdust, or any other combustible materials are stored or used. All booths must have an approved fire extinguisher. Fire pits are to be filled and re-sod after the festival. All remaining ashes, coal, partially burned wood or briquettes must be removed from the festival grounds. DO NOT dispose of these materials in dumpsters or trash barrels.

**STRAW BALES:** Individual and group participants are responsible for straw clean-up if the bales are broken. Bales placed at our stage and storytelling areas ARE NOT FOR YOUR USE. They are for the visitors to use as seating. The removal of these bales for use in your booth could cause for a fine in the amount of double the rate currently being offered by our straw vendor, and ejection from the festival or not being invited to return.

**SIGNS:** Signs should be made of wood, tin brass or other period materials. Cardboard is not acceptable. Signs may be placed on your countertop or nailed to a pole you bring for your set-up. No signs of any type are to be nailed to trees or tent piles or attached to a campground post. These will be promptly removed by the festival committee.

**CRAFT ITEMS:** Exhibited items must be handmade by the person or person participating. Mass produced items are not acceptable, including books, tapes, and compact discs.

**ANIMALS:** Please leave pets at home.

**CLEAN UP:** Each vendor is responsible for leaving his/her booth area as it was found upon arrival. The areas should be cleared of all trash, corn stalks and any straw. If you cook with grease, you are required to remove the grease from the grounds. All cardboard boxes must be broken down flat and taken to the dumpsters along with your trash.

**LIABILITY INSURANCE:** Our insurance carrier requires that all food vendors, motorcars, engines & tractor and various other activities must provide us with a Certificate of Insurance. Vendor agrees to hold harmless and indemnify the Forks of the Wabash Pioneer Festival from any claim made or liability made as a result of merchandise or products sold at the festival.

**TAXES:** All State and Federal taxes are the responsibility of the vendors.

**PARKING:** There will be a designated parking lot for “vendors only” located behind the cattle barns (off Evergreen Road) and on the corner of Taylor and Evergreen. Please refer to the map to locate. Each vendor will receive only one vendor parking pass that allows one vehicle to park in the lot.

**FIRST AID:** First aid service will be located at the information booth.

**COSTUMES:** Pioneer style clothing is required of ALL BOOTH WORKERS including children at all times. This includes those who will be working in booths even for only short periods of time. No tank tops, shirts with writing, shorts, t-shirts, or capri’s will be allowed.

**Fabrics commonly used by pioneers include:**

Flannel (even red), Muslin (bleached/unbleached), Wool, Calico, Gingham checked, Denim, Cotton, Linsey-woolsey, Lines, Tow cloth or burlap, Fustian (50% cotton/50% linen)

**RAIN POLICY:** In the event of rain, goods may be protected by plastic or similar material. Rain gear is acceptable. Under wet conditions, it is acceptable to spread straw in your area (but must be cleaned up on Sunday at the end of the day). Plastic tarps are to be removed when the rain ends or at the request of your area representative or festival official. In the event of rain, there are no gate (admission to festival) refunds or booth rental refunds.

**MUSIC:** No personal modern music will be allowed in the booths/areas at any time during the festival hours.

**FENCING:** **At no time is any vendor to cut the fencing.** There are ample entrance gates to the park for vendors to enter with their supplies. If you cut the fence, you will be required to pay a fine of \$100.00 for each occurrence.

**SOLICITING:** There will be no one on festival grounds handing out propaganda, fliers, religious materials, or any political materials at any time to anyone. If you are on festival grounds soliciting, you will be asked to remove any items you have and if you refuse to do so you will be asked to leave the festival grounds.

All the above policies are to protect the quality of the festival. Please read the requirements carefully. Your signature on the application confirms your acceptance of the requirements, and it is understood that failure to comply with said policies may result in termination of your opportunity to participate in future festivals.