



FORKS OF THE WABASH PIONEER FESTIVAL CRAFT BOOTH APPLICATION

(Entry Deadline: June 30th)

Booth _____
Pd _____ Date: _____
Committee Use Only

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

Please answer all questions.

1. Name of Organization or Business _____

2. Person in charge of booth: Phone: Day () _____
Name _____ Phone: Eve () _____
Address _____
City _____ State _____ Zip _____
E-mail _____

3. Did you exhibit at the festival the previous year? _____

If you did not have a booth the previous year, please enclose at least two (2) photos of your handmade crafts for sale with this application.

4. Describe Items to be sold:

5. Indicate your first, second and third choice of booth location: **[booth sizes are approximate]**

_____ PAVILION (10' x 12') fee is **\$75.00**

_____ PAVILLION – Corner/side booth (12' x 14') fee is **\$95.00** (*crafters who had one of these booths last will have first choice to reserve these booths again*)

_____ OUTDOORS (20' x 20') **\$75.00** – once the pavilion is filled, overflow booths will go into outdoor tent

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:** _____

Return completed application by June 30th, along with your PHOTOS, CHECK or MONEY ORDER made payable to: **"FORKS OF THE WABASH PIONEER FESTIVAL"**.

Mail to: Kathy Bogert, 539 Philip Street, Huntington, IN 46750

For more information: Call Kathy Bogert at (260) 359-3463

(Revised 2024)

CRAFT BOOTH RULES

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

Booth Spaces

Every attempt will be made to place you in your preferred area; however, we ask that you indicate your first, second and third choice of location. Booth spaces are **approximately** 10' x 12', and 12' x 14' in the roofed pavilion, 20' x 20' outdoors. Booth location will be assigned and may *not* be changed. All booths must remain within their assigned area. ***If your application does not arrive by the deadline, we will assume that you have decided not to participate, and your booth may be given to another crafter.*** All booths must be set up by 9:00 a.m. on Saturday for inspection by festival chairman at 9:15 a.m.

Registration / Fees

Booth Fee: \$75- \$95 for a festival booth space. ***All new crafters*** (if you did not have a booth the previous year) please submit at least two (2) photos of your sale items with the application. A confirmation letter will be sent on or before **Aug. 15TH**. The Committee reserves the right to refuse any application. Written requests for cancellation/refund will be accepted until **Sept. 1ST**. After Sept. 1ST, refunds will be at our discretion.

Schedule

Participants must exhibit both days. Craft spaces are to be open from **10:00 A.M. to 6:00 P.M.** on Saturday, and **10:00 A.M. to 5:00 P.M.** on Sunday. No teardown will be permitted before 6:00 P.M. on Saturday or before 5:00 P.M. on Sunday.

Vehicles

All vehicles must be out of the park 30 minutes **before** the opening of the festival and no vehicles will be allowed to enter the park until 15 minutes **after** the festival closes each day.

Bales of Straw

Bales of straw will not be allowed this year inside the building. This is a fire code; the Huntington Fire Department and the Indiana State Fire Marshall will enforce it.

Admission Passes

Four (4) exhibitor tickets will be included with your confirmation letter. These tickets will be your admission tickets to the festival and must be turned in at the gates as you enter the fairgrounds each day. Give the gate workers your pass **EACH day** and they will stamp your hand, which allows you to leave the park and return all day.

Costumes

All participants (this includes anyone sitting in your booth – spouses, and children) must be in pioneer costume, from opening to closing each day. Time period is 1800's – Little House on the Prairie style.

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 poles 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.