



**Holland Events Committee, Inc.
Community Fest
September 13-15, 2019
Booth Reservation Form**

This year the Holland Community Fest will be held September 13-15, 2019 at the Holland Park. If your organization or group would like to reserve a space for a booth at the fest, please complete the enclosed form and return it as soon as possible to *Holland Events Booth Committee, 945 S. Edgewood Dr., Huntingburg, IN 47542.* (Please keep this first page for your future reference.) If you have questions, call 683-2241 (Deb), or 536-3454 (Dana). As in the past, there will be no duplication of vendor items or games from booth to booth, and if you had a booth last year you will have until June 15, 2019 to return this form to reserve the same food/craft /game this year. As in the past, 10% of your proceeds must be given back to the HE Committee. By signing this form, you agree that your organization will give the 10% of your proceeds to Deb or Dana before you close your stand on Saturday or Sunday. Also, if available, please supply an Email Address on the form so we may contact you with updates. We look forward to your group participating in the 2019 Community Fest in September.

The following guides will apply to those having a stand at the fest: All booths must comply with the Indiana Fire Code for safety and food booths must comply also with the Dubois County Food Safety Guidelines.

In addition to their food items, food booths may also sell canned soft drinks and bottled water for \$1.00, the price determined by the committee.

Booth set-up will be on Thursday evening (Sept. 12) between 4:00 and 7:00 p.m. If this time does not work for your group please contact one of us to arrange an alternate set-up time. Each booth is responsible for taking their bagged trash to the receptacle provided in the park at the end of each day. Trash cans or boxes will be spaced throughout the Fest area.

Booths should be set-up and operational by 5:00 p.m. on Friday, Sept. 13 and should open again on Saturday around 9:00 a.m and on Sunday (optional) after the Community Church Service at 10:30.

A 12' x 12' area with a 110v electrical outlet will be provided for each food vendor. A 10' x 10' area with a 110v outlet will be provided for other vendors if requested. If this is not sufficient please explain on the form on the next page or call. Extension cords **MUST** be grounded and labeled for outdoor use & sized to equipment being operated. Power strips **MUST** be plugged directly into outlet, extension cords should not connect these two. All tents including 10x10 must be secured to the ground.

Every booth must have a valid fire extinguisher. If deep frying a "K" extinguisher is required. Propane tanks should not be located under tents, should be located a minimum of 10' from the cooking surface & the valve should be pointed away from cooking area.

(If this form was sent to you and you are not the contact person for your organization, please forward it to the correct person.)

**Deb & Dana
2019 HE Booth Co Chairmen**

Holland Events Committee, Inc.
Community Fest Booth Reservation
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(Return this page)

Organization: _____

Contact Person: _____

Address: _____ **Phone Number:** _____

Cell Number: _____ **Email Address:** _____

Type of Food for sale: _____

Type of Game or Craft for sale: _____

Size of Booth Space Required: _____ 12' x 12' _____ 10' x10' _____ Other _____

Electrical Outlets Needed: _____ 110 v _____ 220 v _____ other

Special Requests: _____

Your signature here indicates that your organization agrees to abide by the stated guidelines and to provide the Holland Events Committee, Inc. with 10% of the funds taken in for your booth.

Signature: _____ **Date** _____