



# Heimatfest Information

Booth/Event Report • Rules and Regulations • Work Schedule

## Rules and Regulations

- 1.) Each food booth will return 15%\* of its gross receipts to the Heimatfest Committee. All monies due to the Heimatfest committee MUST be paid by **July 13, 2018**.
  - \* Organizations **MUST** participate in the set-up and clean-up times for the Heimatfest. Two representatives from each group must be present. Sign-up sheets will be available. Groups without representatives present, will have to return 17% of its gross receipts, rather than 15%.

*Make all checks payable to: Ferdinand Heimatfest, P.O. Box 133, Ferdinand, Indiana 47532.*
- 2.) Each organization is responsible for putting up their own booth or canopy on **Monday, June 11, and responsible for tear-down of their booth or canopy during clean-up on Sunday, June 17**. Wooden booths are available from the Heimatfest committee. They are stored in the storage building. Please indicate on your booth/event registration form if you need a booth from the committee.
- 3.) All wooden booths require tarps. The fest committee will supply those tarps if your organization needs them, but organizations will be responsible for putting them on the booths on **Wednesday, June 13**.
- 4.) Food stands must use cardboard or other materials on the ground to eliminate grease problems.
- 5.) If booths need electricity for fryers, crock pots, refrigerators, warmers, etc, those requests must be made by **Mar. 31**. Each booth will have lights.
- 6.) **All booths** are required to have a fire extinguisher. Each organization is required to provide their own for the type of cooking they are using.
- 7.) An adult must be present in all booths during operating hours.
- 8.) The fest committee does not supply soft drinks to the food booths. If you plan to sell soft drinks in your food booth, you will need to purchase them before the fest. No restrictions on brand. Drinks can be in cans or plastic bottles. **All Vendors must be consistent in pricing...can \$1.00, water \$1.00, and bottles \$1.50.**
- 9.) Ice, in 20 pound bags, will be available for purchase in the beer garden.
- 10.) Trash boxes will be put together for you, but you will have to get your own boxes on Thursday from the fest building. When you close down on Friday night, take your trash bags to the designated area. You can pick up new trash bags at the raffle/button stand. On Saturday night, take the entire box to the designated area.
- 11.) **During Heimatfest hours, absolutely NO ALCOHOL is permitted outside of the beer garden.**
- 12.) Booth operators should be non-profit organizations that serve the Ferdinand area. (Exceptions must be voted on at a Heimatfest full committee meeting.)
- 13.) All items sold by new booths and additions to existing booths are subject to Committee approval. Duplication of items is not allowed.

**Non-compliance with the above rules can result in expulsion from this and/or future Heimatfests and/or any other disciplinary action agreed upon by the Heimatfest Committee.**

**[SEE BACK FOR HOMELAND SECURITY REGULATIONS](#)**

# Homeland Security Regulations

Heimatfest 2018

Vendor Instructions:

Per Homeland Security regulations the following must be followed.

1. A tent is defined as a cloth type construction that has a top panel and 3 sides. The structure is less than 399 square feet (SF).
  - a. You cannot have open flame underneath this.
  - b. If the tent or canopy is over 399 SF then the material must be fire proof and has to be marked as such.
  - c. All tents and canopies must be anchored.
  - d. And, if the tent and canopy is over the 399 SF it must be anchored. The vendor must have an anchoring plan established and give a copy to the 175<sup>th</sup> Committee. Note: if you tie two canopies together this is viewed as one structure. Should be separated by at least 12 inches.
2. Crock pots, warmers, and deep fryers are allowed underneath the tent or canopy as long as there is no open flame.
3. If you have an open flame you must the have a 10 foot open areas around the structure. The structure actually starts at the anchoring locations in the ground.
4. Cooking tents – if deep frying you must have a “K” type fire extinguisher in the tent (costs around \$175).
  - a. The extinguisher is the responsibility of the vendor.
  - b. The extinguisher must show that it has been serviced within 12 months of the date of the fest.
  - c. The extinguisher must be mounted on something – not allowed to be placed on the ground or on a table.
5. For stands that have smaller cookers, these must have a 10 pound ABC fire extinguisher in each tent/canopy. This is a requirement of the vendor.
6. Food is to be cooked on site unless you have a permit that allows you to cook it elsewhere. A copy of the permit must be given to the 175<sup>th</sup> Committee.
7. Also, by law, there is to be a fire extinguisher every 75 feet along the vendor row – even if there is no fire. Our requirement is that each vendor who is not serving food must have a small 5 pound ABC fire extinguisher with them.
8. Extension Cords – a vendor CAN NOT use the small brown and white extension cords that you can buy. Extension cords must be an external use large wire extension cord and they must have a GFI attachment. The vendors are responsible for supplying the cords and the GFIs.