



**RESERVE
YOUR
SPOT
TODAY**

DEAR VENDOR:

The Otterbein Street Festival Committee is looking for Crafters, Food Vendors, Retailers and Church & Youth Organizations to participate in the activities.

We are dedicated to making this a tradition to continue for many years to come and would love for you be a part of this!

Booth spaces are 12' x 12' and the cost is \$25.00 (no electric) or \$30.00 (w/electric, if needed). Double booth spaces cost \$40.00 (no electric) or \$50.00 (w/electric, if needed). To reserve a booth space(s), please send in the enclosed "Booth Reservation Form" along with the fee. Checks need to be made payable to "Otterbein Street Festival." You will be expected to keep your booth setup until 6:00 p.m. or keep it up longer, if you wish.

IF YOU ARE A FOOD VENDOR, you will also need to provide us with your application your certificate of liability naming the Town of Otterbein as an additional insured. You are required to get a Temporary Health Permit from the Benton county Health Department. Enclosed is a letter from the Health Inspector as well as the Temporary Health Permit Application. **The County requires you to do this at least 2 weeks prior to the event.**

Payment is needed to reserve your booth space. Deadline is July 14, 2017.

Please mail your payment and Booth Reservation Form to:

Otterbein Street Festival
c/o Treeva Sarles
P.O. Box 215
Otterbein, IN 47970

Questions: Treeva Sarles (P) 765-583-0089 Email: clerk@otterbein.in.gov

*Please note the following:

- Donate an item from your booth to be given away as a door prize in hourly drawings.
- You may set up at your booth as early as 7:00 a.m., but no later than 8:30 a.m.
- You are responsible for your own tent, table and chairs

Otterbein Summer Celebration
August 5, 2017
Booth Reservation Form

Name: _____

Business/Organization Name: _____

Address: _____

Telephone: _____ E-mail: _____

Number of Non-Electric Booth Spaces: _____ at \$25.00

Number of Non-Electric Booth Spaces: _____ at 2/\$40.00

Number of Electric (110 outlet) Booth Spaces _____ at \$30.00

Number of Electric (110 outlet) Booth Spaces _____ at 2/\$50.00 per booth

Total Amount for booth spaces: _____

Craft or Product Sold: _____

*Only 1 Business Representative from each company (Example:
Pampered Chef, Avon, Tupperware etc.) can be accepted.
Please call before submitting your form. (765) 201-0089

Renewal _____

New Exhibitor _____

If renewal, do you want the same space(s), if available Yes or No (circle one)

Additional Remarks:

Please return your completed registration form and non-refundable fee by July 14, 2017

Mail To: Otterbein Street Festival

c/o Treeva Sarles PO Box 215 Otterbein, IN 47970