



## RESERVE YOUR VENDOR 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." This year's festival is starting at 4:00 PM and running to 11:00 PM. The car show registration begins at 2:00 PM. You are welcome to come and set up anytime you wish between 1:00 PM and 3:00 PM. All vehicles will need to be unloaded and removed from the festival area by 3:00 PM. You will need to stay set up until 8:30 PM. You are welcome to stay as long as you wish after that.

**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 13, 2018.

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](mailto: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 4, 2018  
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 13, 2018**

Mail To: Otterbein Street Festival

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

**Benton County Health Department  
706 E. 5th Street, Suite 12  
Fowler, IN 47944  
(765) 884-1728**

*June 11, 2018*

Hello,

It's that time again to start applying for temporary permits for 2018. Please fill out the application and mail back to our office with your payment of \$15.00. **Please make check payable to The Benton County Treasurer.**

In accordance with the Indiana Administrative Code (IAC 7-22) I will also need a copy of your Food Safety Certification. Please note we **MUST** have a copy here in our office of your Food Certificate if you plan on attending any temporary events.

*Please remit to:*

Benton Co. Health Department  
706 E. 5th Street, Suite 12  
Fowler, IN. 47944

*Kathy Sarault  
Sanitarian*



Registration Application For  
 A Temporary Health Permit  
 Fee: **\$15.00**  
 Benton County Health Dept.  
 706 E. 5<sup>th</sup> Street Suite 12 Fowler, IN 47944  
 Phone: (765) 884-1728 Option 1  
 email: [vjohns@bentoncounty.in.gov](mailto:vjohns@bentoncounty.in.gov)

For office use only:  
 Payment: \_\_\_\_\_  
 Receipt: \_\_\_\_\_  
 Date: \_\_\_\_\_  
 Permit # \_\_\_\_\_ Expires: \_\_\_\_\_  
 Fax: (765) 884-2072

Application is, hereby made for a temporary permit to operate. By this application, it is agreed that the establishment will comply with the provisions of Indiana State Board of Health Rule 410 IAC 7-24 and local Health Department food service sanitation requirements. It is further agreed that said establishment shall be open to inspection by the Benton County Health Department.

For a period of no more than 14 consecutive days in conjunction with a single event or celebration. The permit is to be posted in a conspicuous place in your establishment during the event.

Please send \$15.00 permit fee with application to above address: make checks or money order payable to the Benton County Treasurer

**PLEASE COMPLETE:**

**ESTABLISHMENT OWNER INFORMATION**

Establishment Owner's Name \_\_\_\_\_ Telephone \_\_\_\_\_  
 Mailing Address: \_\_\_\_\_  
 Email Address: \_\_\_\_\_  
 Telephone Number \_\_\_\_\_ Fax Number \_\_\_\_\_

**ESTABLISHMENTS' INFORMATION**

Establishment Name: \_\_\_\_\_  
 Number of persons working in the  
 Establishment: \_\_\_\_\_  
 Event Location \_\_\_\_\_  
 Event Contact Person \_\_\_\_\_  
 On Site Supervisor: \_\_\_\_\_  
 Name of Certified Food Handler: \_\_\_\_\_  
 Email Address: \_\_\_\_\_  
 Days and Hours of Operation: \_\_\_\_\_  
 Location of Off-Site Prep and or/ Storage Unit \_\_\_\_\_ Off – Site Catering  Yes  No  
 Food to be served: \_\_\_\_\_

\_\_\_\_\_  
 Original Signature of Applicant

\_\_\_\_\_  
 Date: (month, day, Year)

\_\_\_\_\_  
 Signature of Sanitarian

\_\_\_\_\_  
 Date (month, day, year)