



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

*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. 5th Street Suite 12 Fowler, IN 47944
 Phone: (765) 884-1728 Option 1
 email: 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)