

HUCKLEBERRY, INC.

P.O. BOX 1447

TROUT CREEK, MT 59874-1447



March 2024

Dear Food Vendors:

Welcome to the 44th Annual Huckleberry Festival in Trout Creek, Montana, which will be held on August 10th and 11th, 2024. Enclosed with this information letter is the Vendor/Artisan Contract; please read through both documents thoroughly and fill out completely. This year I am separating out instructions for food vendors from craft vendors to help clarify what is expected of food vendors and to better assist you in setting up for the festival.

Booth Fees: The fee for a single covered booth remains at \$100.00 this year. A double food booth is determined as one with two window openings, and the fee remains at \$200.00. Electricity is included so there is no additional fee for that. A top priority this year for the Festival Committee is to evaluate our electrical system and hopefully upgrade it to better serve your electrical needs.

Contract/Payment Due Date: The initial due date for contracts and payment is April 15th, with booth assignments beginning shortly after that. If you are a returning food vendor, you will retain your usual food booth. Please try and submit your contract by this due date, or at least let me know you will be participating in the festival. If your non-profit group has decided NOT to participate, please let me know as soon as possible so we have enough time to find another non-profit group to fill your spot. The Festival is responsible for assigning non-profit groups as food vendors.

Festival Hours: The hours of the festival are Saturday, August 10th, 9:00 am to 5:00 pm, and Sunday, August 11th, 10:00 am to 4:00 pm. **The hours on Saturday and Sunday are mandatory and we require you to keep your booth open during the festival hours, and longer if you desire.** Failure to stay open during all festival hours on Saturday and Sunday will result in not being invited back unless changes have been approved by a festival committee member.

Booth Set-up/Take-down and Parking: It is the responsibility of the non-profit group assigned to a food booth to supply and maintain any refrigerators, stoves or other appliances you will need during the festival. The water system will be turned on in the food booths approximately one week prior to the festival. Water is available from the irrigation faucets if you need it for cleaning prior to booth water hookup. While we do a cursory check of all booths when we begin maintenance in the summer, please inform us of any repairs needed to your booth prior to the festival.

You may drive your vehicle into the park to unload any time during the week of the festival and before 8:00 a.m. on Saturday. **All vehicles must be out of the park on Saturday by 8 a.m.** The only vehicles allowed back into the park during festival hours are delivery and emergency vehicles. There is a designated Vendor area for your RVs, vehicles, and trailers in the main parking lot. Overnight dry camping is available in the park for a \$20 fee. Please ensure your volunteer workers do not park in the Festival's designated handicap parking area even if you have a handicapped sticker as that area is reserved for people attending the festival. **For safety reasons, please do not drive any vehicles into the festival until after 4pm on Sunday.**

At the conclusion of the festival, please ensure you clean and unplug all appliances, empty all containers of any water or food, and secure any incidental items such as utensils and paper goods in an enclosed container to protect from rodent infestation. Water and electricity is shut off to the park during the winter months, so be mindful of anything that may not do well during extreme cold periods.

Food permits: Each food vendor is required to obtain a Temporary Food Service Permit for their booth from the Sanders County Environmental Health Department. Information about the permit can be found at <https://www.co.sanders.mt.us/DocumentCenter/View/242/Temporary-Food-Service-Operator-Plan-Review-PDF>. For each booth, the person in charge needs to be trained and capable of providing information about safe food preparation and service to everyone else working in the booth. A copy of the Temporary Food Service Permit must be displayed in your booth during the festival. Please contact the Sanders County Environmental Health Department if you have any specific questions about the permit.

Additional Resources:

- Wi-Fi – When you begin setting up your booth or at the beginning of the festival, you can obtain the Wi-Fi information from me or someone at the Festival Building. Wi-Fi has enabled the festival committee to utilize electronic payment with great success, so that capability is an option for you.
- Website Information – The Festival website is **huckleberryfestival.com**, where we list all vendor/artisan information for future reference.
- Supplies – Bagged ice is available at the festival food booth if you should need it. Payment will be required for the ice at time of pick up. We will not make change for vendors so please ensure you have the appropriate amount and type of money for your business.
- Area Services – For your convenience we will have a listing of local area services such as lodging, restaurants, ATM machines, public showers and laundry.
- ATM – There is an ATM located at the Festival Committee building.

We greatly value and appreciate your participation in our festival and look forward to you joining us this year!