

2026 Vendor Information, Rules, and Regulations

The Hartsburg Pumpkin Festival Committee is comprised of local volunteers who work very hard throughout the year to make this festival a success. The homeowners of Hartsburg are gracious enough to “turn over” their properties to us for one weekend out of the year. **Please respect their properties and feelings.** The members of the committee do not receive any money for their contributions nor do the landowners (except for the use of their utilities).

- Hartsburg Pumpkin Festival prefers that all crafts be handcrafted by the vendor.
- All applications will be reviewed, juried, and screened prior to your acceptance. Any item NOT approved during the application process that appears in your booth at the event may be removed.
- All applications require 2 photos of your product (craft or food) including 1 photo of your outdoor display if possible. Even if you are a returning vendor. We will not process your application without the required photos.
- If not accepted into the festival, all fees will be returned by mail.
- Please allow 4-8 weeks to process your application once received by the Festival Committee.
- To avoid missing the event, submit your application early.
- Any application received after the Sept 1, 2026; deadline will be charged a \$15 late fee if you are accepted.
- All returned checks will be assessed a service charge of \$25.00.
- CANCELLATIONS – There are no refunds for vendor cancellations for any reason.
- Taxes – Each vendor is responsible for collecting the State Sales Tax and filing a report with the local Department of Revenue. You can find these forms online. (We will have a limited amount of State Tax Forms on hand.)
- Vendors will receive ample amount of booth space. ALL MATERIALS MUST NOT GO BEYOND THE ASSIGNED VENDOR SPACE.
- Vendors are required to participate both days of the festival from 9am – 5pm.
- Any Vendor who vacates early or who fails to stay both days of the festival will be disqualified from next year’s Festival.
- Vendors are required to supply their own equipment, such as tables, chairs, backdrops, tools, extension cords, tents, bleach, serving gloves, etc. The Hartsburg Pumpkin Festival Committee will not provide such items. Please make sure your space is kept clean and attractive and do not leave behind any garbage. ⚠ Vendors are responsible for their own setup and teardown. They are also responsible for unloading and loading their own equipment and/or products. ⚠ Vendors are responsible for restocking their own booths with product during the festival. We do not have the ability or Staff to transport product back and forth to vendor spaces during the festival. ⚠ It is suggested that you bring weights for your tent in case your booth location does not accommodate the use of stakes.
- All vendor spaces are located outside. Some spaces are in grass yards. And some are located on the roadway.
- Space assignments are not guaranteed. We try our best to accommodate vendor requests, but sometimes it is not possible.
- The vendor is solely responsible for all equipment that is brought to the festival.

- Booth Setup times: Friday, October 9th from Noon – 7pm and Saturday, October 10th at 6am Booth setup WILL NOT be allowed prior to noon (12:00 pm) on the Friday before the Festival. Setup times will be strictly enforced!
- Vendors arriving late will not be allowed to park by their booth to unload. Due to the traffic routes, traffic through town is shut down at 7am and vehicles are not permitted through. Late arrivals will have to find another way to transport their products to their space. Festival staff will not be available to transport equipment and/or product. So, please arrive on time!
- Vehicles and trailers must be unloaded and moved off the street prior to setting up your booth to assist in traffic flow. ALL VEHICLES AND TRAILERS MUST BE OFF OF THE STREETS BY 7:00 AM. VIOLATORS ARE SUBJECT TO TOWING BY THE LOCAL SHERIFF'S DEPARTMENT AT THE OWNERS EXPENSE.
- All vendors MUST check-in prior to setting up their booth. Check in will be on 2nd street in Hartsburg.
- Parking in designated areas only. Vendors are not permitted to park by their booths.
- The Hartsburg Pumpkin Festival Committee reserves the right to make final interpretations of all rules and regulations.
- No application will be accepted without a signature.
- Any vendor who is found to not be following the rules and regulations will be asked to leave without refund and disqualified from future festivals.
- If you have any questions regarding the rules and regulations, please feel free to contact us at hartsburgpumpkinfest@yahoo.com.

Additional Food Vendor Information

- You are considered a Food vendor if you have ANY food, snack, drink, or sampling of food.
- A complete menu must be submitted with your application. No additional menu items are to be added after completion of application without notifying committee first.
- All food vendors must comply with the Columbia/Boone County Department of Health and Human Services regulations. This information can be found at www.gocolumbiamo.com or by calling 573-874-7355.
- Food vendors will also be required to have fire extinguishers in accordance with the fire code.
- All food vendors should accept the volunteer food vouchers which you will be reimbursed for at the end of the festival by the committee. You have two options for receiving reimbursement for these vouchers. First, you can go to the Information booth by 5pm on Sunday. Second option is to mail or email in a request for payment. We will need the vouchers for our records. If you mail them request, please send vouchers. If you email a request, we will need photos of vouchers. Request for payment will need to be made by the Oct 31 of the same year as festival.
- Alcohol will only be served at Hartsburg established business locations.
- A failure to comply with any of the rules set forth by the Hartsburg Pumpkin Festival Committee may result in the loss of your booth space and disqualification from any future festivals.

Important Dates to Remember

April 15, 2026----- All returning vendors applications are due

September 1, 2026-----Application process closes unless we still have spaces available. It is possible that if we fill up prior to this, application process could close earlier.

ALL VENDORS MUST CHECK-IN AT CHECK IN BOOTH WHICH WILL BE LOCATED ON 2ND STREET ON FRIDAY AND SATURDAY. YOU ONLY NEED TO CHECK IN ONE TIME.

October 10, 2026-----Check in will begin at NOON and ends at 7pm. No early set ups.

October 11, 2026----- First day of festival.

-----If you had not checked in on Friday, then check in is from 6am-7am.

-----Unload your vehicle, move it, then set up! All vehicles must be off the roadway by 7am when Sheriff closes the roadways.

-----8:30am Parade line up begins at Katy Trailhead.

-----9am Crowning of the Pumpkin Royalty/Kick off Parade

-----Live Music/Entertainment at the Main Stage throughout the day

-----5pm Festival closes. Early closing could result in disqualification from future events.

October 12, 2026----- Second day of festival.

-----Unload your vehicle, move it, then set up! All vehicles must be off the roadway by 7am when Sheriff closes the roadways.

-----9am Church service at Main Stage

-----Live Music/Entertainment at the Main Stage throughout the day

-----5pm Festival closes. Early closing could result in disqualification from future events.

-----No earlier than 5:30pm possibly longer due to the number of patrons on the roadways and the Sheriff's discretion streets will be opened for vehicle traffic. Generally, it is between 5:30-6pm. This means you will not be allowed to bring your vehicle to your booth until that determination has been made. A festival committee member will notify each area of roadway open status. You do not have to stay open past 5pm.

Please remember that everyone is tired and ready to be home at the end of the day on Sunday. Please be cognizance of this when parking next to your booth. It is highly recommended that you utilize the time period from closing time to road opening to do as much packing up as you can. Leaving will be slow because everyone is wanting to go home.

We look forward to seeing you in October

Hartsburg Pumpkin Festival Committee