



SIOUX EMPIRE ARTS & CRAFTS SHOW

Mail TO: SEAC
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Sioux Falls, SD 57105
605.332.6004

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Greetings Food Trucks!

We would like to invite you to be a part of our 2027 Spring Sioux Empire Arts & Crafts Event inside the Expo Building at the W.H. Lyon Fairgrounds. We host a full concessions & food truck court complete with ample seating for our visiting members! Our show does fill up quickly and it is best to get applications in as soon as possible.

- WHERE:** Expo Building at the W.H. Lyon Fairgrounds
100 N Lyon Blvd, Sioux Falls, SD 57107
- Event HOURS:** **Friday, March 19th, 2027 @ 12pm(Noon)-8pm**
Saturday, March 20th, 2027 @ 9am-5pm
- ELECTRICITY:** If you require more than a 110-volt electric hookup you may need to provide a cord cover. **All 4-prong 220-Volt plugs will require you run your cords between 50-100 feet either across the walk path or outside the building.** Any cord running across a walking path will need a cover, rug or ramp and it is your responsibility to provide that. You will need a LONG CORD!
- MEMBERS:** Only Exhibiting members of this PMA may setup at this private event. Please call to join.
- SET-UP:** Your assigned setup time will depend on what you are selling and when you are available. If you want to sell breakfast items on Friday, please let us know so we can be sure you are setup in time!
- DEADLINE:** **7 concessions stalls available, and we will close out once they are filled.**
- INSURANCE:** It is hereby agreed all members will carry necessary health & property insurance covering you, your workers, family members, objects and all property of yours. Those choosing not to carry insurance waive all liability to WH Lyon Fairgrounds, Event Co-op PMA, Sponsors, workers from any injuries, damages or losses.
- SALES TAX:** All food exhibiting members and food trucks must collect and report their own sales taxes. If you do not have a SD State Sales Tax ID #, a Special Event Tax Form will be provided for you at the show.
- TAX RATE:** The tax rate is 5.7% (state + tourism, no city tax).
- CARD HONORARIUM:** There is a 4% honorarium to use debit/credit card for your booth space.
- REFUNDS:** None after acceptance. Any submissions that are not accepted will be returned with honorariums.
- QUESTIONS:** Call (605) 332-6004 or Email robyn@blackincevents.com



OFFICE USE ONLY: App. # _____ Date App Rec: _____ Date Honorarium Rec: _____
 Honorarium \$ _____ CK# _____ MO # _____ CC# xxxxxxxx- _____
 Booth Amount \$ _____ Ret CK# _____ ACT Org Sheet Photos Conf Letter

Spring Arts & Crafts March 19-20th 2027

Company:	Name:
Address:	City/State/Zip:
Cell Phone:	Email (required if you have one):
DO you have Propane on your truck or trailer?	What Side you do serve from, Drivers or Passengers?
How Tall is your rig including vents on top?	Where else have you provided concessions in the last 12 months?
What days could you setup the week of. Circle all that would work: <i>Tuesday Wednesday Thursday Friday</i>	Food License #:
SPECIAL REQUESTS (these are not guaranteed):	Food Exhibiting member & Food Truck Space Options & Honorarium
	Booths provide your own area in which you can setup however you see fit within your space assigned. No tables are provided for booth areas. However, you may rent them or bring your own.
PAY BY CHECK Please make all checks payable to: Event Co-op Trust Mail to: SEAC 3313 S. Western Ave. Sioux Falls, SD 57105	Single Booth Area (10' x 20') - \$650.00
	Double Booth Area (10' x 30') - \$750.00
	Triple Booth Area (10' x 40') - \$850
	8' Table Rental \$10.00 each
	One Standard 110-Volt, 3-prong Plug In - \$25.00
	One 220-Volt, 4-prong Plug In (Bring 50'-100' of cord)- \$50.00
PAY BY DEBIT/CREDIT CARD All exhibiting member using cards will provide a 4% honorarium of your subtotal to use a card or \$1.00 for ACH checking account drafts. All exhibiting members using a debit/credit card can provide that information below:	Additional worker vendor badge \$5.00 each
	SUBTOTAL DUE
	Debit/Credit Card Fee (if applicable) – 4%
	TOTAL BALANCE DUE
DEBIT/CREDIT CARD DETAILS: Exp. Date: _____ Sec. Code: _____ Zip Code: _____ CC # : _____ Total Balance Due: \$ _____ ACH Checking Account # _____ ACH Bank Checking Routing # _____ Autograph: _____ Name on Card (Print): _____	
Do you plan to serve Breakfast items Fri & Sat? <input type="checkbox"/> Yes <input type="checkbox"/> No Do you plan to operate with a generator? <input type="checkbox"/> Yes <input type="checkbox"/> No Upon approval, all exhibiting members will receive an email confirmation letting them know that they have been accepted to the Sioux Empire Arts & Crafts Events. We look forward to seeing you!	APPLICATION CHECKLIST <input type="checkbox"/> Completed & Autogarph Application <input type="checkbox"/> Honorarium by Check or Debit/Credit Card # <input type="checkbox"/> Food Menu with Pricing <input type="checkbox"/> Autograph Liability Waiver Form <input type="checkbox"/> Photos of your food emailed to robyn@blackincevents.com

Submit a Full Menu of Proposed Food & Beverage Items & Prices

To preserve the integrity of each food exhibiting members food offered, this menu will be screened, and a final approved menu will be returned with your confirmation. Only items on the approved menu will be allowed for the Sioux Empire Arts & Crafts. Please attach a separate list if you need more space or write on the back of this page or include a separate menu!

Will you be serving any breakfast items:	Yes	No	
Food Menu Items & Beverages (must be complete, items not disclosed cannot be sold):			Price

Liability Waiver & Release Form

(Must be returned with application form)

- 1. HONORARIUM BY DEBIT/CREDIT CARD** will be charged a service fee of 4%.
- 2. ALL PROCEEDS** from exhibiting members sales will belong to the exhibiting members.
- 3. EXHIBITING MEMBER MUST LEAVE** if asked for any reason, and to remove any item(s) that do not meet event standards, or that were not disclosed on the application. We reserve the right.
- 4. SETUP TIMES** are strictly enforced. Members are not allowed to set up beyond designated times and will not be permitted to set up once the event begins. Exhibiting members that show up late without prior arrangements with us will forfeit their space and are not eligible for a refund. Set-up times are subject to change, and you will be notified in advance of such changes.
- 5. PARKING** is designated prior to the show. Those who choose not to adhere to our parking rules may receive a \$150 parking ticket per instance and may be asked not to return. Close parking may be assigned to concessions exhibiting members if needed for restocking.
- 6. STORAGE OF MATERIALS** during the Sioux Empire Arts & Crafts must be confined within the area assigned to you. When designing your booth area configuration, plan for storage within your area. Booth space will be limited to the designation that you pay for.
- 7. TABLES** are available for rent via the Sioux Empire Arts & Crafts. Exhibiting members is responsible for any damage that may occur to the rental items. Chair will be provided by request, free of charge.
- 8. EXHIBITING MEMBERS ARE RESPONSIBLE** for transporting and placing their own booths. Labor to erect booths will not be provided.
- 9. NO EXHIBITING MEMBER OR THEIR REPRESENTATIVES** shall conduct themselves in a manner offensive to general standards of decency or good taste. The Sioux Empire Arts & Crafts reserves the right to screen all booths and exclude inappropriate items. In the event of inappropriate behavior, the booth will be forced to close, and all fees will be forfeited.
- 10. ALL EXHIBITING MEMBERS BOOTHS** and their representatives must always present a professional image. Exhibiting members are not allowed to use confetti or other supplies that could cause clean-up issues at the show. Clean-up fees will be assessed by the Sioux Empire Arts & Crafts if this occurs. Business signage may only be placed in booth space. Signage, flyers, or other promotional materials outside of the exhibiting member designated space is prohibited and will be destroyed.
- 11. WHEN VACATED**, booth space must be left clear of paper, packing materials and other refuse. Do not discard cartons or packing materials anywhere in the event area. These items must be stored in your vehicle and taken with you upon departure. Exhibiting members are responsible for providing their own garbage receptacles.

12. POWER is available at an additional \$25 per standard outlet and \$40 for 220-volt power. Generators are not permitted. All exhibiting members must provide their own 12-gauge, heavy-duty, extension cords for hook-up. All exhibiting members requiring a 220-Volt hookup will also be required to provide cord covers as your cords will run across the walkway. 25-50' of cord cover will be needed. These can be mats, rugs, chalks, etc. Otherwise, there are hookups outside of the Expo and cords may be run outside for hookup. Please arrange for a site visit to check availability and length of cord needed.

13. PROOF OF INSURANCE It is hereby agreed and understood that all exhibiting members will carry the necessary health and property insurance covering themselves, workers, pictures, art, objects and all other property displayed, used and possessed by the exhibiting member in the Expo Building, and or other areas of the W. H. Lyon Fairgrounds during the Sioux Empire Arts & Crafts and hereby exonerates Event Co-op Trust, the W.H. Lyon Fairgrounds, sponsors, workers or helpers from any injuries, damages or losses while setting up, attending, while in transit to and from or anytime during the Sioux Empire Arts & Craft.

14. FOOD LICENSE/PERMITS must be obtained for all booths preparing and/or serving food. Those exhibiting members that do not have a permit will be required to be inspected by the South Dakota Department of Health during set-up times and obtain a temporary food service or mobile food station permit. Food permits must be displayed throughout the event. Each exhibiting member is also subject to inspection by the fire department for fire extinguishers and code violations. Guidelines for temporary food vendors can be obtained at: <http://doh.sd.gov/food/restaurants-lodging/temporary.aspx>

15. SUBMIT A COMPLETE MENU of proposed food items, prices and photos of booth. To preserve the integrity of each exhibiting food member, this menu will be screened, and a final approved menu will be returned with your confirmation. Only items on the approved menu will be allowed for sale at the Sioux Empire Arts & Crafts.

16. LIMITED FRYING INSIDE Too many complaints year to year have been received to allow more than 2 frying food inside the building. If you choose to fry food outside and bring them, you are taking your own chances on weather. Otherwise ask if you may. **ALSO, ALL Propane tanks must be placed outside the building so additional hose is required!**

17. MEMBER exhibiting members must be members of the PMA. Once your lifetime membership honorarium of \$25 is paid you may exhibit at these private member events. Contact us to join!

18. NON-SUFFICIENT FUND HONORARIUM S will be charged to the exhibiting member, an additional \$40 honorarium plus any other honorarium incurred by the Sioux Empire Arts & Crafts from the bank. Exhibiting members are also responsible for any honorarium incurred by means of collecting, including third party collection agencies.

19. DRAWING OF BOOTH must be provided by all exhibiting members for their expected set-up. No lighting, furnishings, cookers, storage trailers, straps, cables, ropes, stakes, etc. may extend beyond the boundaries of the allotted booth space without prior authorization.

20. NO REFUNDS will be processed once your application and honorarium have been received. In the event of bad weather, an act of God, or any unforeseen occurrences that could cause a postponement, rescheduling or cancellation of the event, exhibiting members are not entitled to a refund. Exhibiting members unable to set up during a rescheduled date forfeits their booth honorarium. Our general policy is that the event will occur, rain or shine. We do reserve the right to assess this on a case-by-case basis.

21. MEMBER PLEDGE: a pledge of \$150 will be forfeited if a Exhibiting member chooses to start packing or leaves earlier than the scheduled closing time for the show. If a exhibiting member chooses to pay their honorarium with a credit/ debit card, then the exhibiting member is still required to send in an additional \$150 Early Exit Pledge Check with application.

22. FAILURE TO COMPLY to these terms and conditions by any exhibiting members will result in them not being allowed to set up or they will be shut down for the duration of the show and they will forfeit all associated permits and show fees.

Spring SEAC March 19-20, 2027

By autographing this form, the member acknowledges having received and fully read the application and agrees to abide by all rules and regulations pertaining to the 2027 Sioux Empire Arts & Crafts Spring Event.

Name: _____

Autograph: _____ Date: _____



Automobile Information

Car/Truck Make, Model & Color:

Trailer Make, Model & Color

Member Name:

License Plate #

License Plate #

Enhanced Facebook Posting Information:

What company or person name would you like listed:

Provide 1-2 sentences about your offerings:

What website, Facebook Page, Etsy Page would you like linked:

 I have provided good quality photos for the post

**Please send your photos to Robyn@blackincevents.com. All photos should be the original digital photos. Lower quality photos will appear pixelated. If you email from your phone, please choose Large if asked what size to send them. You may need to send a couple at a time. Please make sure the photos are of individual products and not full views of booths. Clearing clutter from the background of your photos will make them better for marketing. Arranging objects on hardwood floors or with black or white backdrops will help your objects stand out.

Member & Pledge Details:

All Members are required to provide a one-time member honorarium of \$25. As a member of the Event Co-Op PMA you receive access to our private events, trainings, meetings and activities as well as access to the PMA website with lots of booth materials and other offerings.

Your Pledge of \$150 is provided each time you apply to an event. Pledge [checks] are written to "event Co-Op Trust" and are not kept unless the member violates our event rules. Pledge [checks] are shredded directly after each event and must be sent new each time you apply. Your pledge MUST have the date of the event you are attending. Members will lose their pledges for these rules violations:

1. Packing early is but not limited to: taking down excess objects or displays, packing excess inventory into boxes and bins, taking totes and dollies out or into the event, Removing signage.
2. You are asked to leave for any reason by event staff, or uninvited for future events due to misconduct or violation of any event rules.
3. Parking rules are clearly defined and explained during check-in. Signage is also provided so members where they may park on the grounds. Parking violations also include going to get your automobile before the end of the event time either day or pulling it up closer to the building thus parking in customer parking areas.
4. Damages caused by you or your group to fairgrounds property, event property or other members' objects in which you refuse to make good will be taken out of your pledge [check]. You are liable for the damage you cause.
5. Driving in to unload. We have had too many members pull into the center room to unload and leave their vehicles/trailer parked in the building while they setup their space. YOU MAY NOT do that. You MUST fully unload and remove your vehicle/trailer and then begin setup. Violators will loose their pledge.
6. Excessive cleanup. If you create excessive cleanup in your space or anyone else, such as leaving garbage, mud, or other stuff that creates work for the event team, you will loose your pledge.
7. If you display outside your designated booth space, or move your tables side to side if you are in an aisle table space, you will loose your pledge.