



SIoux EMPIRE ARTS & CRAFTS SHOW

Mail TO: SEAC  
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## Greetings Food Vendors & Food Trucks!

*We would like to invite you to be a part of our 2024 Holiday Sioux Empire Arts & Crafts Show inside the Expo Building at the W.H. Lyon Fairgrounds. We host a full concessions & food truck court complete with ample seating for our customers! 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
- SHOW HOURS:** **Friday, November 8th, 2024 @ 12pm(Noon)-8pm**  
**Saturday, November 9th, 2024 @ 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!
- 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:** **August 1<sup>st</sup> 2024 is the deadline**, but we will admit vendors right up to the show date if spaces are available. 7 concessions stalls available.
- INSURANCE:** All vendors selling food must supply proof of insurance as well as an assignment of additionally insured certificate from your insurance company for this event. Named companies as additionally insured: Hand Up Foundation, the W.H. Lyon Fairgrounds
- SALES TAX:** All food vendors 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 FEE:** There is a 4% fee for debit/ credit card payments for your booth space.
- EARLY EXIT:** An early exit retainer check of \$150 will be forfeited if a vendor chooses to leave earlier than the scheduled closing time for the show. Checks must be dated 11/9/24.
- REFUNDS:** None after acceptance. Any applications that are not accepted will be returned with payments.
- QUESTIONS:** Call (605) 332-6004 or Email [robyn@blackincevents.com](mailto:robyn@blackincevents.com)



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

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):	<b>Food Vendor &amp; Food Truck Space Options &amp; Fees</b>	
	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.	
	Single Booth Area (10' x 20') - \$650.00	
	Double Booth Area (10' x 30') - \$750.00	
<b>PAY BY CHECK</b> Please make all checks payable to: Hand Up Foundation  Mail to: SEAC 3313 S. Western Ave. Sioux Falls, SD 57105	Triple Booth Area (10' x 40') - \$850	
	One Standard 110-Volt, 3-prong Plug In - \$25.00	
	One 220-Volt, 4-prong Plug In (Bring 50'-100' of cord)- \$50.00	
<b>PAY BY DEBIT/CREDIT CARD</b> All vendors will be charged a service fee of 4% of your subtotal due. Tax will also be charged on CCD fees. All vendors choosing to pay with a debit/credit card can provide that information below:	8' Table Rental \$10.00 each	
	SUBTOTAL DUE	
	Debit/Credit Card Fee (if applicable) – 4%	
	<b>TOTAL BALANCE DUE</b>	

**DEBIT/CREDIT CARD DETAILS:** Exp. Date: \_\_\_\_\_ Sec. Code: \_\_\_\_\_ Zip Code: \_\_\_\_\_  
 CC # : \_\_\_\_\_ Total Balance Due: \$ \_\_\_\_\_  
 Signature: \_\_\_\_\_ Name on Card (Print): \_\_\_\_\_

<p><b>When do you want to plan to setup during our scheduled setup times on Thursday or Friday:</b></p> <p><b>Do you plan to serve Breakfast items Fri &amp; Sat?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p><b>Do you plan to operate with a generator?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Upon approval, all vendors will receive an email confirmation letting them know that they have been accepted to the Sioux Empire Arts &amp; Crafts Show. We look forward to seeing you!</p>	<p><b>APPLICATION CHECKLIST</b></p> <p><input type="checkbox"/> Completed &amp; Signed Application</p> <p><input type="checkbox"/> Payment by Check or Debit/Credit Card #</p> <p><input type="checkbox"/> Food Menu with Pricing</p> <p><input type="checkbox"/> Signed Liability Waiver Form</p> <p><input type="checkbox"/> Separate Early Exit Retainer Check of \$150 dated 11/9/2024</p>
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## Submit a Full Menu of Proposed Food & Beverage Items & Prices

To preserve the integrity of each food vendor's 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 sale at the Sioux Empire Arts & Crafts Show. 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. PAYMENT BY DEBIT/CREDIT CARD** will be charged a service fee of 4%.
- 2. ALL PROCEEDS** from vendor sales will belong to the vendor.
- 3. VENDOR MUST LEAVE** if asked for any reason, and to remove any item(s) that do not meet show standards, or that were not disclosed on the application. We reserve the right.
- 4. SETUP TIMES** are strictly enforced. Vendors are not allowed to set up beyond designated times and will not be permitted to set up once the show begins. Vendors that show up late without prior arrangements with us will forfeit their space and are not eligible for a refund. Setup times are subject to change, and you will be notified in advance of such changes.
- 5. PARKING** is designated prior to the show. Those choosing 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 vendors if needed for restocking.
- 6. STORAGE OF MATERIALS** during the Sioux Empire Arts & Crafts Show 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 rental via the Sioux Empire Arts & Crafts Show. Vendor is responsible for any damage that may occur to the rental items. Chair will be provided by request, free of charge.
- 8. VENDORS ARE RESPONSIBLE** for transporting and placing their own booths. Labor to erect booths will not be provided.
- 9. NO VENDORS OR THEIR REPRESENTATIVES** shall conduct themselves in a manner offensive to general standards of decency or good taste. The Sioux Empire Arts & Crafts Show 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 VENDOR BOOTHS** and their representatives must always present a professional image. Vendors 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 Show if this occurs. Business signage may only be placed in booth space. Signage, flyers, or other promotional materials outside of the vendor 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 show area. These items must be stored in your vehicle and taken with you upon departure. Vendors 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. Portable, quiet generators are permitted. Any vendor requiring a generator, whether you supply or rent one, must contact the Sioux Empire Arts & Crafts Show

prior to submitting your application. There is a \$25 electrical inspection fee per generator. All vendors must provide their own 12-gauge, heavy-duty, extension cords for hook-up. All vendors 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, chinks, etc.

**13. PROOF OF INSURANCE** It is hereby agreed and understood that all exhibitors will carry the necessary insurance covering pictures, art, objects and all other property displayed, used and possessed by the exhibitor in the Expo Building, and or other areas of the W. H. Lyon Fairgrounds during the Sioux Empire Arts & Crafts Show on November 8-9th 2024 and hereby exonerates Hand Up Foundation, 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 Show.

**14. FOOD LICENSE/PERMITS** must be obtained for all booths preparing and/or serving food. Those vendors 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 festival. Each vendor 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 food vendor's market, 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 Show.

**16. NO FRYING INSIDE** the building will be permitted unless you have been preselected to be allowed to do so. Too many complaints year to year have been received to allow any frying of ANY food inside the building. If you choose to fry foods outside and bring them, you are taking your own chances on weather. All propane tanks must be outside the building.

**17. TAX-EXEMPT** vendors must provide a copy of your certificate of exemption with your application to not be charged the taxes on this application.

**18. NON-SUFFICIENT FUND PAYMENTS** will be charged to the vendor, an additional \$40 fee plus any other fees incurred by the Sioux Empire Arts & Crafts Show from the bank. Vendor is also responsible for any fees incurred by means of collecting, including third party collection agencies.

**19. DRAWING OF BOOTH** must be provided by all vendors 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 payment has 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, vendors are not entitled to a refund. Vendors unable to setup during a rescheduled date forfeits their booth rent. 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. AN EARLY EXIT RETAINER** check of \$150 will be forfeited if a vendor chooses to start packing or leaves earlier than the scheduled closing time for the show. If a vendor chooses to pay their admittance fee with a credit/ debit card, then the vendor is still required to send in an additional \$150 Early Exit Retainer Check dated for 11/9/2024.

**22. FAILURE TO COMPLY** to these terms and conditions by any vendor 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.

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By signing this form, the applicant acknowledges having received and fully read the application and agrees to abide by all rules and regulations pertaining to the 2024 Holiday Fall Sioux Empire Arts & Crafts Show.

Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

