



Vendor Application June 15-17, 2018
Founders Park Rapid City, SD

Thank you for your interest in joining us at the Black Hills Mountain Fest. The hours of operation for the expo area are Friday from 5:00 to 8:00 p.m., Saturday from 8:00 to 8:00 p.m. and Sunday from 8:00 a.m. to Noon. The venue will be available for preliminary setup on Friday, June 15 from noon to 5:00 p.m. Booths must be setup by 8:00 a.m. on Saturday and no set up will be allowed on Friday after 5 p.m.. The vendors will be staged at Founders Park on West Omaha Street on the north side of the parking lot. The event will be held rain or shine. No refunds will be given in case of inclement weather and we will not provide onsite security services overnight.

- General informational booth 10 ft. x 10 ft. Cost: \$75 in Cash
- Demo/food vendor booth approx. 20 ft. x 20 ft Cost: \$150 in Cash

If you are using a trailer as part of your display, we need to know specifics of size and how it fits into your display so we can properly accommodate you. Please contact Kristy Lintz at (605) 394-4168 or via email at specialevents@rcgov.org to let her know the trailer specifications and any special needs you may have.

Banners

The banners, flags or pennants must be no larger than 32 square foot or 15 feet tall. We will provide the space for the banners and you are to supply the necessary materials.

Flyers

Flyers intended to be circulated in “swag bags” must be delivered by June 1, 2018 to Kristy Lintz at the Parks and Recreation Dept., 515 W. Blvd, Rapid City, SD 57701

Insurance

Vendors are required to provide a Certificate of Liability Insurance permit with a minimum of \$1,000,000 in coverage. Additional insured must cover:

1. City of Rapid City
300 Sixth Street
Rapid City, SD 57701
2. Hanson Larsen Memorial Park Foundation
c/o US Bank 701 Saint Joseph Street
Rapid City, SD 57701



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Date & Time: Friday, June 15th from 5:00 to 9:00 pm
 Saturday, June 17th from 8:00 am to 8:00 pm (Required)
 Sunday, June 17th from 8:00 am to noon

Booth Fee: \$75.00 General Info (10'x10')
 \$150.00 Demo/Food (20'x20')

Deadline for Application is May 4, 2018

Application Checklist:

- ___ Complete, sign & return page 2 & 3 of application
- ___ SD State Sales Tax ID
- ___ Current Proof of Liability Insurance
- ___ Submit Booth Fee

***Please mail application components and fee to:
 RC Parks & Recreation 515 West Blvd. Rapid City, SD 57701***

Business Name:	Sales Tax ID#:
Owner/Contact Person:	Phone Number:
Address:	City, State, Zip:
Email Address:	Website:
Type of Booth/Space Requested:	10' x 10' (General Information) 20' x 20' (Demo/Food Vendor)
Trailer Tent Tables Vending truck Other _____	
Products and/or Services that you will provide:	
<i>NOTE: Placement of vendors will be determined in advance of the event by Rapid City Parks & Recreation Staff. Staff will try to accommodate requests but this is not guaranteed. You will receive notification of your vending placement for the event via the email address you have provided to Rapid City Parks and Recreation.</i>	

Signature: _____ **Date:** _____



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Rules, Regulations and Specifications: Submission of application for booth does not secure acceptance/placement of booth. Verification of approval is needed from Rapid City Parks and Recreation Department before you set up at the event.

- All vendor booth fees are non-refundable in all cases (including severe weather).
- All products and/or services offered for sale must be at the same product and/or series approved during the application process.
- Electricity is not available. Vendors will need to supply their own generators.
- All vendors agree to indemnify, defend, and hold the City of Rapid City and its affiliates harmless against any third party claims arising from the event, excluding any negligence on the part of City of Rapid City staff.
- City of Rapid City assumes no liability with respect to any property, of any kind, placed upon the premises by the vendor.
- The City of Rapid City or any event sponsors are not responsible for accidents or stolen items.
- Unruly behavior (including but not limited to intoxication, verbal abuse or threatening behaviors) will not be tolerated and are cause for immediate removal from the grounds.
- The vendor shall be responsible for removing all displays, advertising materials and the like erected or placed on the premises at the end of the event.
- Any violation of these rules may result in the vendor having to immediately vacate the premises or leased space.
- All vendors must supply certificate of liability insurance.
- An assigned single general information booth measures approximately 10' x 10'. Demo/Food booths measure approximately 20' x 20'. You may reserve more than one space.
- Vendors must provide their own tables, chairs, and tent if desired.
- Booth space includes display and storage, which cannot extend beyond assigned space.
- Vendors must adhere to State of South Dakota sales tax guidelines. For more information contact the SD Department of Revenue at (605) 394-2332.
- Vendors are responsible for the cleanliness, safety, insurance and security of their property.
- The sale of counterfeit or bootlegged merchandise is prohibited and subject to confiscation. Vendor will be removed from premises.
- Loud amplified music, other sounds, contraband, and dangerous objects are prohibited.
- Absolutely no alcoholic beverage sales are allowed.
- Food vendors must complete required South Dakota State Health Department Application and abide by all City, County, State and event regulations and standards. For more information and an application call (605) 773-4945.
- Food vendors agree to maintain a clean, attractive and safe booth area.

I fully and completely release, discharge, and hold harmless the City of Rapid City, its visitors, employees, agents, and all other affiliates, from any and all liability, claims, actions, demands, or losses that may occur as a result of or relating to vending during the Black Hills Mountain Fest or using any facilities owned or provided by the City of Rapid City in connection with such activity. I have read and understand all vendor rules, regulations and specification.

Signature: _____

Print Name: _____ Date: _____