



2020 Vendor Registration Form | Saturday, June 27th 2020 | 10am – 6pm

BASIC INFO:

Contact Name: _____ Booth Name: _____

Description of Products, Services, Activities, Menu Items, and/or Information at Booth:

CONTACT INFORMATION:

Website: _____ Phone Number: _____

E-mail Address: _____

Mailing Address (Street, City, State, Zip): _____

INSURANCE:

Vendor Insurance Provider (Required): _____ Insurance License Number (Required): _____

Sales Tax ID*: _____ ** If you do not have a Sales Tax ID, we will provide a state form at the festival for you to fill out and submit independently.*

BOOTH PREFERENCES:

Electricity Needed (Additional \$10 fee)? Yes No

Additional Booth Space Needed? (Additional \$20 fee per adjacent 10'x10' space, must be under the same booth name) Yes No

If your booth is not a food vendor, art vendor, or craft vendor, what creative component do you plan to incorporate at the festival (see next page for details on this requirement)?



2020 Vendor Registration Form | Saturday, June 27th 2020 | 10am – 6pm

BOOTH SPECIFICATIONS & VENDOR REQUIREMENTS:

- Booths will be located in the Sturgis Municipal Park next to Woodle Field.
- Each booth space is 10' by 10' and will be marked. Each vendor's first booth costs \$30. Additional adjacent booth space is available upon request, and is assessed an additional \$20 fee per booth. Fee payment is waived if your booth offers an approved activity for free or donation, and does not sell any additional items.
- Booths will be assigned by the committee based on electricity and space requirements.
- Vehicle parking is not allowed in the park, but is allowed in a designated parking area during festival hours.
- Booths requiring electricity are required to pay an extra \$10 fee. Electricity will be available via extension cord from the nearest approved outlet. Vendors should provide their own extension cords for this purpose (recommended 25'+). Electricity usage should not exceed the amp/voltage range of a standard outlet.
- Food vendors are allowed. These vendors should acquire all applicable food-related licenses and insurance. Food trucks must park in the designated area in the parking lot adjacent to the park.
- All artwork should be the artist's own; stealing or copying another artist's original ideas is not tolerated.
- Non- art/craft business booths are allowed. However, we require that these booths incorporate a creative component to their booth to fit in with the "art festival" theme of the event (i.e., offer coloring contest print-outs, feature an art-related prize drawing, team up with an artist, etc). Creative components should be specified on the vendor form, and will be reviewed and approved by the festival committee.
- Each vendor is required to bring a booth tent (recommended 10' by 10'). This lends to the festival atmosphere and protects vendors from the elements. Tent weights are recommended in the case of strong winds.
- Each vendor is responsible for any tables, chairs, signage, or display items needed.
- Vendors may set up as early as 7:00am on Saturday, June 27th. Tear-down will take place between 6:00pm and 8:00pm. The festival is open to the public from 10:00am to 6:00pm.
- Vendor fees are non-refundable except in the case of event cancellation. All fees are due upon receipt of the signed vendor registration form. **Registration forms are due no later than 5pm on Friday, June 19th 2020.**

VENDOR AGREEMENT:

I hereby agree to abide by the vendor requirements listed above:

PRINTED NAME (FIRST & LAST)

SIGNATURE

DATE

Please submit this completed 2-page form to the Sturgis Area Chamber of Commerce at 2040 Junction Avenue, Sturgis, SD 57785. Forms may also be e-mailed to Events@SturgisAreaChamber.com.