



January 2017

To: Food Booth Applicants for Arts in the Park

From: Arts in the Park Committee

Greetings from Aberdeen, South Dakota!

Aberdeen **Arts in the Park** is celebrating its 42nd year of arts, crafts, food, and entertainment **June 17-18, 2017**, in Melgaard Park. This annual show is held each year on the third full weekend in June and is one of the largest events held in Aberdeen. Free to the public, the festival will feature a juried exhibition of fine arts and skilled crafts, food booths and entertainment. Sponsored by the Aberdeen Area Arts Council, this show attracts a crowd of over 20,000 people throughout the weekend.

Aberdeen, SD, population 26,000, is located in the northeast corner of South Dakota. It is approximately six hours from the Twin Cities, three hours from Sioux Falls, SD and five hours from Rapid City, SD.

Enclosed please find an Application form, Exhibitor Rules, Regulations and Information. **Food vendors** should have a **green** application and **Art and Craft exhibitors** a **yellow** application. If you have received the opposite of what you need, please contact the office. Or visit our website and click on "annual events" and you can download an application.

In our efforts to maintain a quality show, we have visited various arts events to gather business cards and visited with possible exhibitors. We are always looking for new and exciting artists and food booths to continue to contribute to our show. **You are our best marketing tool.** If you know people that would fit in our show, please give them a copy of the application OR direct them to our website to download an application. www.AberdeenAreaArtsCouncil.com

We highly encourage you to apply by the deadline date of March 15. In past years, some of the applications received after March 15 would have been great additions to the show but were denied because we were already full. After March 15 if the show is not full, applications are accepted and reviewed until the show is full.

We do require you to submit a copy of your certificate of liability insurance. The certificate holder/additional insured must be listed as "Aberdeen Area Arts Council and City of Aberdeen", 225 3rd Ave SE, Aberdeen, SD.

When we review the food booth applications, we do look at menus and may contact you about not serving item(s).

We are looking forward to receiving your Arts in the Park application. If you have any questions, please feel free to call (605) 226-1557 or e-mail the Aberdeen Area Arts Council at artscouncil@nvc.net.

Thank you for your interest in Aberdeen Arts in the Park.

Sincerely,

Arts in Park Committee

If you are on our mailing list and you are no longer interested in Arts in the Park, we would appreciate it if you would please notify us to remove your name from our mailing list. See below for ways to contact us. Thank you.



42nd Annual Arts in the Park
Sponsored by the Aberdeen Area Arts Council
225 3rd Ave SE, Aberdeen, SD 57401 605-226-1557

Exhibitor Rules, Regulations and Information Food Vendor

Dates and Hours

Saturday, June 17, 2017 10:00 a.m. – 6:00 p.m.
Sunday, June 18, 2017 10:00 a.m. – 5:00 p.m.

The festival is held rain or shine. To preserve the integrity and quality of the show, and out of consideration for fellow exhibitors, you may not take down your booth before the closing time. Failure to be present both days during festival hours will affect eligibility for future festivals.

Location

Melgaard Park in Aberdeen, South Dakota. Aberdeen, population 26,000, is in the northeast corner of the state – approx. 6 hours east of the Twin Cities, 3 hours from Sioux Falls, 3 hours from Fargo, and 6 hours from Rapid City.

Application and Jurying

Each applicant will be required to submit a completed and signed Arts in the Park Application Form on which a detailed description of the menu has been completed. We ask that you list **all** items you plan sell.

Although a photo of your booth is not required, it is encouraged. Please send any appropriate photos, sample menus, etc.

If you have not been a food vendor previously at Aberdeen's Arts in the Park, along with your application please include a list of 3 shows (name, address, contact person) you have been in as references.

Fees/Booth Description

The booth fee is \$175 per space. Each space is approximately 12' X 12'. **PLEASE NOTE: ENTIRE food booths must fit within the 12' X 12' space. This MUST include wheels, hitches or anything else associated with your booth.** Additional booth space may be rented at \$175 per space. This fee is for space only and all materials for booths, including items necessary for display and sales of work must be provided by the exhibitor. An additional fee of \$25 per space will be charged for any booths requiring electricity. **Please specify on the application 110 volts or 220. A maximum of 50 amps is available.** Canopies must be adaptable to hard-topped surfaces. In applying, you agree to be willing to adjust to the space assigned.

Exhibitor space will be assigned on a first-come, first-served basis with space reference to the previous year's exhibitors when possible. There are no guarantees or promises regarding preference for space locations or the filling of any other kinds of requests. Vendors wishing to be adjacent to each other should request such booth assignments on their applications.

All fees are for the two-day festival and are payable to Aberdeen Arts in the Park. The checks must be for full payment of fees and must accompany a completed and signed Arts in the Park Application Form. Post-dated checks and incomplete applications will be returned to the applicant.

Set-Up

Set-up is not allowed before 1 p.m. on Friday, June 16, 2017. All exhibitor vehicles must be unloaded and away from the exhibit areas before 9 a.m. on Saturday and Sunday. **Exhibitors who fail to comply with this rule will be removed from the mailing list.** Each exhibitor is responsible for their own display materials, including tables, chairs, canopies, backdrops, and especially rain and sun protection. Limited overnight security is provided, and liability is the responsibility of the exhibitor. Specific instructions exist regarding load-in and load-out procedures and will be sent in acceptance letters.

Cancellations

If an exhibitor finds it necessary to cancel out of Arts in the Park, the Committee must be notified immediately. Exhibitors may not transfer or sell their space to anyone. All transactions must go through the Arts in the Park Committee. Failure to notify the Committee of a cancellation will affect the exhibitor's eligibility for future festivals.

Refunds

The Arts in the Park Registration fee is non-refundable. An exhibitor who finds it necessary to cancel out of the show for medical reasons may submit a letter addressed to the committee explaining the reason. The committee will consider each request individually with no guarantees of a refund.

Sales Tax

You are required to collect 8 ½ % sales tax and report that to the SD Department of Revenue within 30 days after the event. Forms from the state will be given to each exhibitor when they check in. The SD Department of Revenue will be furnished a list of registered exhibitors and may attend the festival to check on exhibitors concerning compliance with the sales tax laws. For more information, contact the SD Department of Revenue at (605) 626-2218.

Violations

Any violation of the Exhibitor Rules and Regulations, South Dakota Sales Tax Law or City of Aberdeen Ordinance, or a material misrepresentation on the application shall suffice for the sponsor to elect to immediately close down the exhibitor and/or deny the exhibitor the right to return to Arts in the Park in the future.

Insurance

Each food vendor shall be required to carry liability insurance with a limit of \$1,000,000 listing Aberdeen Area Arts Council and City of Aberdeen as certificate holder and shall furnish a copy of the Certificate of Insurance prior to the event

Questions

Please contact the Aberdeen Area Arts Council at (605) 226-1557 or e-mail at artscouncil@nvc.net if you have any questions.

ABERDEEN AREA



OFFICE USE ONLY	
Date Recd	_____
Check	_____
_____ #booths	_____ electricity
_____ 110	_____ 220 _____ amps
_____	Certificate of Insurance
_____	email/post card sent – OK
_____	accepted _____ denied
_____	acceptance letter sent

Application Form- Food Vendor

Name _____
(as you wish to be listed in our database and in the directory)

If the above is a business name, your name: _____

Mailing Address _____

City _____ State _____ Zip _____

Phone (____) _____ E-Mail _____@_____

Cell Phone (____) _____ Website _____

Please list all items, including beverages you intend to sell at Arts in the Park. The committee reserves the right to limit the number of booths selling the same items. The committee may also contact you about limiting a particular item(s) from your menu. If you have alternate menu items that you can do, please include those also.

Items to be sold: (one item per line, please)

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Fees

Entry Fee: \$175 per space (see Exhibitor Rules, Regulations and Information and map for description of spaces)

\$175 X (number of spaces) _____ = Entry Fee due.....\$ _____

\$25 X (number of spaces) _____ = Electricity Fee due.....\$ _____

_____ 110 _____ 220 _____ # Amps (50 max)

\$25 Late Fee (if postmarked after March 15).....\$ 25.00

Total Fees Enclosed..... \$ _____

Please make check payable to Aberdeen Arts in the Park

Are you requesting a specific booth? No Yes

If yes, please explain _____

Note: There are no guarantees or promises regarding preference for space locations or the filling of any kinds of requests.

Please read carefully and sign below (if you are sharing a booth, each person must sign)

All information provided in this application is true and correct. I have read the Rules, Regulations and Information document and agree to abide by said rules and regulations. I will conduct myself, and will inform any persons associated with my booth to conduct themselves, in a professional manner with respect to my neighbors, volunteers, Arts in the Park staff and those in authority. I fully understand that if the Arts in the Park committee finds fault with my product or conduct, I will correct it or voluntarily leave without refund. I grant permission to the Arts in the Park staff to use my slides for publicity purposes without compensation. I understand I am totally responsible for my exhibit, including (but not limited to) the method of display, set-up, selling and take-down. I understand that once I have been reviewed and accepted, my entry fee is non-refundable. I also understand that any proceeds derived from sales will be entirely my own, and I am entirely responsible for collecting and reporting the state and city sales tax.

The undersigned, being an exhibitor or concessionaire authorized to operate a business or concession stand during Arts in the Park in Melgaard Park, Aberdeen, SD, hereby waives and agrees to hold the City of Aberdeen, the Aberdeen Area Arts Council, Aberdeen Parks, Recreation & Forestry, staff members, volunteers or private property owners harmless from any and all liabilities, causes of action or claims that may be incurred on behalf of any of my employees, agents or myself in conducting my business during the time authorized for the Arts in the Park, June 16-18, 2017.

I hereby waive any and all claims, causes of action or damages that I may have against the City of Aberdeen and the Aberdeen Area Arts Council by virtue of my participation in the Arts in the Park in Melgaard Park, Aberdeen, SD, except for intentional acts or gross negligence.

Signed _____ on (Date) _____

Signed _____ on (Date) _____

**Please return this completed form and signed application postmarked by March 15, 2017 to:
Aberdeen Arts in the Park, C/O Aberdeen Area Arts Council, 225 3rd Ave SE, Aberdeen, SD, 57401-4245
Notification letters will be mailed/postmarked by April 7, 2017.*

Checklist

- √ **Completed and signed application** (no application accepted without signature)
- √ **A photo of your booth is encouraged, but not necessary**
- √ **If a new applicant, list of 3 shows (name, address, contact person) as reference**
- √ **Check for appropriate amount made payable to Aberdeen Arts in the Park**
- √ **Artist biography, up to one page, to be used for publicity purposes**
- √ **Certificate of Insurance listing Aberdeen Area Arts Council & City of Aberdeen as certificate holder**
- √ **YOU DO NOT HAVE TO INCLUDE A RETURN ENVELOPE**