

Aberdeen Parks, Recreation and Forestry  
and  
Aberdeen Area Arts Council  
Present

# WINTER FEST

A WINTER ARTS FESTIVAL

**November 18 & 19, 2017**

Aberdeen, South Dakota

## **Food Booth Application**

Application deadline September 15, 2017

### About the Festival

Winterfest has been held annually since 1979. Winterfest is complete with food, entertainment, a fine arts gallery and nearly 50 artisan booths. Over 3,000 people attend Winterfest.

### Location

Winterfest is held at the Aberdeen Civic Arena located in Historic Downtown Aberdeen. Aberdeen Civic Arena is located at 203 S. Washington Street Aberdeen, SD 57401.

### Eligibility

Nonprofit groups, private individuals and commercial vendors may apply. Nonprofit organizations are encouraged to seek partnerships with individual or commercial food vendors in cases where this will enhance the quality and/or variety of the offerings.

The festival committee is looking for unique, specialty items instead of the traditional concession stand food ( i.e. walking tacos, hot dogs, barbeque sandwiches.) Please adjust your menus accordingly.

Food booths are responsible for knowing and following the guidelines of the South Dakota Department of Health as far as preparing and serving food.

### Lighting and Booth Set-Up

**Each vendor is required to provide their own lights to adequately light their booth for display and sales. The ceiling lights are dimmed to create mood. We do not provide light for the booths.**

### Rules and Policies

Displays must be well constructed, stable, monitored at all times and kept neat and clean. Exhibitors must be properly attired and neatly groomed. Food booths are expected to have enough stock to sell over the two-day festival.

No soft drinks dispensed from a pre-mix machine may be sold. Soft drinks in cans or bottles may be sold. No alcoholic beverages may be sold.

**No nonfood items may be sold unless specifically approved by the Winterfest committee.**

### Process for Application

Selection of successful applicants will be based on menu, duplication of menus, application completeness and detail, and food service experience. Preference may be given to nonprofit groups and to those with **unique or unusual items**. It is the desire of the Winterfest Committee to have a variety within the offerings that represent the range from snack to full meal items.

The completed registration form must be submitted along with the correct registration fee. Up to three separate food booth proposals may be submitted by each applicant. The applicant is responsible for the quality and nature of the responses in the application form and the supporting materials.

The registration fee will entitle the participant to a 10' X 10' booth space. No participant will be allowed more than one booth space. Up to three (3) tables are available (if requested in advance) for \$7 each.

### Important Dates

Friday, September 15	Application Deadline
Friday, October 6	Notification letter mailed
Friday, November 17	Winterfest Set-up - 1 - 8 p.m.
Saturday, November 18	Winterfest Set-up - 7 - 9 a.m.
Saturday, November 18	Winterfest - 10 a.m. - 5 p.m.
Sunday, November 19	<b>Winterfest - 10 a.m. - 3 p.m.</b>

**PLEASE NOTE HOURS ON SUNDAY**

### General Information

All exhibitors should be aware that all reasonable measures will be taken to insure security. However, neither the Aberdeen Parks, Recreation and Forestry Department nor the Aberdeen Area Arts Council will be responsible for lost or stolen articles. Once the exhibitor has been reviewed and accepted, the registration fee is not refundable.

All exhibitors are invited to stay for a short artists' reception on Saturday evening beginning immediately after the doors close at 5:00 p.m. The Winterfest Committee will provide light snacks. This is our opportunity to say thank you for being part of Winterfest.

Questions regarding Winterfest may be directed to Aberdeen Recreation and Cultural Center (ARCC) at (605) 626-7081, or email [winterfest@aberdeen.sd.us](mailto:winterfest@aberdeen.sd.us). Send the complete application to:

Winterfest C/O Aberdeen Recreation and Cultural Center  
225 3<sup>rd</sup> Ave SE  
Aberdeen, SD 57401

OFFICE USE ONLY

Date Recd \_\_\_\_\_  
 Check \_\_\_\_\_  
 \_\_\_\_\_ accepted \_\_\_\_\_ denied  
 \_\_\_\_\_ acceptance ltr/ email sent

Pymt processed \_\_\_\_\_  
 Receipt # \_\_\_\_\_

## Winterfest 2017

### Food Booth Application Form

ORGANIZATION/BUSINESS NAME \_\_\_\_\_

CONTACT PERSON \_\_\_\_\_

ADDRESS \_\_\_\_\_  
 Street

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

PHONE: Home \_\_\_\_\_ Cell \_\_\_\_\_ Email \_\_\_\_\_

Description of Food: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**No nonfood items may be sold unless specifically approved by the Winterfest committee.**

Registration Fee \$125.00

Table Fee (up to 3 may be requested) \_\_\_\_\_ tables @ \$7.00 ea. = \_\_\_\_\_

How many chairs will you need? (no charge) \_\_\_\_\_ = N/C

\$25 LATE FEE (If postmarked after September 11) \$25.00

TOTAL FEES Enclosed \_\_\_\_\_  
 Check payable to Aberdeen Parks, Recreation and Forestry

List your electrical requirements. You must list all electrical appliances to be used and their wattage. If you have questions about this, please call. We will assist you.

Appliance	Wattage	Voltage 110 or 220

## CHECKLIST

- Check with the appropriate registration fee payable to:  
Aberdeen Parks, Recreation, and Forestry
- Completed and signed application

## AGREEMENT

My signature attests that I have read the materials accompanying this form and agree to abide by all rules and policies set forth in it.

I understand I am totally responsible for my exhibit, including (but not limited to) the method of display, setting it up, providing security for its protection, selling and taking it down. It is understood that the exhibitor will provide all materials for the booth. I release the Aberdeen Parks, Recreation and Forestry Department and the Aberdeen Area Arts Council from all responsibility for loss, damage, or theft of my work or other materials. Once the exhibitor has been reviewed and accepted the entry fee is non refundable. I also understand any proceeds derived from sales will be entirely my own, and I am entirely responsible for collecting and reporting the 9% state and city sales tax.

The undersigned, being an exhibitor authorized to operate a business during Winterfest at the Aberdeen Civic Arena, Aberdeen, South Dakota, hereby waives and agrees to hold the City of Aberdeen and the Aberdeen Area Arts Council 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 business during the time authorized for Winterfest at the Aberdeen Civic Arena, Aberdeen, South Dakota, November 18-19, 2017.

I hereby waive any and all claims, causes of actions or damages that I may have against the City of Aberdeen and the Aberdeen Area Arts Council by virtue of my participation in Winterfest at the Aberdeen Recreation and Cultural Center, Aberdeen, South Dakota, except for intentional acts or gross negligence.

Exhibitor's Signature \_\_\_\_\_ Date \_\_\_\_\_

MAIL TO: Winterfest  
C/O Aberdeen Recreation and Cultural Center  
225 3<sup>rd</sup> Ave SE  
Aberdeen, SD 57401

***Application due by: September 15, 2017***