



January 2022

To: Applicants for Arts in the Park
From: Arts in the Park Committee

Greetings from Aberdeen, South Dakota!

Arts in the Park is celebrating its **46th** year of arts, crafts, food, and entertainment on **June 18-19, 2022**, in beautiful Melgaard Park. This annual show is held each year on the third full weekend in June and is one of the largest summer events held in Aberdeen. Free to the public, the festival features 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 18,000 people throughout the weekend.

Aberdeen, SD, population of 28,500, is located in the northeast corner of South Dakota. It is approximately six hours from Minneapolis, MN and Omaha, NE; five hours from Rapid City, SD; and three hours from Sioux Falls, SD and Fargo, ND.

Enclosed please find an Application along with Guidelines & Information. **Art and Craft exhibitors** should have a **yellow** application while **Food vendors** should have a **green** application. If you are applying for an **activity**, your application is **red**. If you have received the opposite of what you need, please contact the office, or **visit our website to apply online**.

www.aberdeenareaartscouncil.com/events/arts-in-the-park

In our efforts to keep our show fresh and inviting for attendees and exhibitors, we visit various arts events to gather business cards and visit with possible exhibitors. We are always looking for new and exciting artists and food booths to be a part of our show. You are our best marketing tool. If you know people that would be a good fit for our show, please give them a copy of the application or direct them to our website to apply online or download an application.

www.aberdeenareaartscouncil.com/events/arts-in-the-park

All applications need to be submitted online or be postmarked by **Tuesday, March 15, 2022**. The jury panel will then meet and those who applied will be notified by April 1 if accepted or not.

Each application will be reviewed for originality and craftsmanship. The jury process is mainly based on the images you submit so please send us **current, high quality images** that represent your work in the best possible way.

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

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.

Aberdeen Area Arts Council
225 3rd Ave S.E.
Aberdeen, SD 57401-4245
(605) 226-1557
ArtsInThePark@nvc.net

Facebook: [@AberdeenAreaArtsCouncil](https://www.facebook.com/AberdeenAreaArtsCouncil)
Instagram: [@aberdeenareaartscouncil](https://www.instagram.com/aberdeenareaartscouncil)
Twitter: [@ABRArtsCouncil](https://twitter.com/ABRArtsCouncil)



46th Annual Arts in the Park
Sponsored by the Aberdeen Area Arts Council
225 3rd Ave SE, Aberdeen, SD 57401 605-226-1557

Exhibitor Guidelines & Information Food Vendor

Online applications can be found at:
aberdeenareaartscouncil.com/events/arts-in-the-park

Important Dates

Tuesday, March 15, 2022	Application deadline
Friday, April 1, 2022	Notifications of juror's decisions
Friday, June 17, 2022	Exhibitor load in, 1:00 p.m. – 8:00 p.m.
Saturday, June 18, 2022	Arts in the Park hours, 10:00 a.m. – 6:00 p.m.
Sunday, June 19, 2022	Arts in the Park hours, 10:00 a.m. – 4:00 p.m.

Location

Melgaard Park in Aberdeen, South Dakota. Aberdeen. 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 exhibit before the closing time. Failure to exhibit both days during festival hours will affect eligibility for future festivals.

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 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 or 220 volts. 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. Find a map at www.aberdeenareaartscouncil.com/eventmapvendors/arts-in-the-park.

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 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. **We will send you an e-mail notification that we have received your application.** This notification does not mean you have been accepted – just that we have received your application. It will also let you know that your application is complete or if anything is missing.

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. Also helpful for publicity is photos of any items you will be selling, 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.

Insurance

Each food vendor shall be required to carry liability insurance with a limit of \$1,000,000 listing both **Aberdeen Area Arts Council** and **City of Aberdeen** as certificate holder and shall provide a copy of the Certificate of Insurance with their application. We understand that everyone has different renewal dates. If the certificate you send in with your application will expire before our event, it is your responsibility to send us a current certificate by June 1.

Set-Up

Set-up is not allowed before 1 p.m. on Friday, June 17, 2022. Exhibitors who fail to comply with this rule will affect their eligibility for future festivals. Each exhibitor is responsible for their own display materials, including tables, chairs, canopies, backdrops, and especially rain and sun protection. The Aberdeen Area Arts Council and the City of Aberdeen will not be responsible for any loss or damage incurred at Arts in the Park either during the Festival hours or overnight.

Specific instructions regarding load-in and load-out procedures will be sent in May to those accepted.

Cancellations

If an exhibitor finds it necessary to cancel, the Aberdeen Area Arts Council must be notified immediately. Exhibitors may not transfer or sell their space. Failure to notify the Committee of a cancellation will affect the exhibitor's eligibility for future festivals.

The Arts in the Park booth fee is non-refundable. An exhibitor who finds it necessary to cancel due to 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 sales tax and report that to the SD Department of Revenue within 30 days of the event. Forms from the state will be included in your registration packet. The SD Department of Revenue will be furnished a list of registered exhibitors and may attend the festival to check on exhibitors. If you have not paid your sales tax from a previous event, you will not be allowed to set up. If you have any questions regarding sales tax, please contact the SD Department of Revenue at (605) 626-2218.

Violations

Any violation of the Exhibitor Guidelines and Information, 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.

Questions & Online Application

Please contact the Aberdeen Area Arts Council at ArtsInThePark@nvc.net or call (605) 226-1557 if you have any questions. To apply online go to www.aberdeenareaartscouncil.com/events/arts-in-the-park.



Arts in the Park

Food Vendor Application 2022

OFFICE USE ONLY	
Date Recd _____	Check #/Amount _____
_____ # booths	_____ electricity // _____ 110 _____ 220 _____ amps
_____ Cert of Insurance // _____	App OK email/post card sent
_____ accept _____ deny //	Accept ltr: _____ emailed _____ mailed
Booth info: _____ emailed _____ mailed	Booth # _____

Name	
Business Name	
Mailing Address	
City, State, Zip	
Best phone number to reach you	
*Email	
Emergency Contact Name & phone number	
Web Site	
Social Media	
Vehicle License Plate #	Trailer License Plate #

***We communicate via email using the email ArtsInThePark@nvc.net. Be sure to check your spam/junk email.**

Items to be sold: 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 eliminating a particular item(s) from your menu. If you have alternate menu items that you can do, please include those, too.

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

What do you work/serve from? _____ tent _____ trailer _____ other
 If a trailer, as you are pulling your trailer down the highway, what side is your serving window on?
 _____ driver side _____ passenger side

We encourage you to submit images of your booth and any of the items you will be selling. Images may be used in publicity for the event.

Fees

\$25 Application Fee (Please enclose a separate, non-refundable check.).....\$ _____

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

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

REQUESTING ELECTRICITY: YOU MUST INDICATE BELOW IF NEED 110 OR 220.

_____ 110 _____ 220 (50 amps max)

\$25 Late Fee (if postmarked after **March 15**)\$ _____

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 17-19, 2022.

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.

Signature _____ Date _____

Signature _____ Date _____

**Please return this completed and signed application with payment,
postmarked by March 15, 2022 to:
Aberdeen Arts in the Park
C/O Aberdeen Area Arts Council
225 3rd Ave SE
Aberdeen, SD 57401-4245**

Checklist

- o Completed and signed application (*no application accepted without signature and payment*)
- o Photos of your booth and any items you will be selling (optional)
- o If a new applicant, list of 3 shows (name, address, contact person) as reference
- o Two separate checks for appropriate amounts made payable to: Aberdeen Arts in the Park
 - 1) \$25.00 non-refundable jury fee 2) entry fee plus electricity and late fee if applicable
- o Current Certificate of Insurance listing **BOTH Aberdeen Area Arts Council & City of Aberdeen as certificate holder.**