



August 22nd - 26th, 2012

Thank you for your interest in becoming a vendor at the 2012 Corn Palace Festival. Enclosed you will find our general vendor information and an application for you to submit to become a vendor at our festival. Once we received your application, it will be reviewed and contracts will be sent out to selected vendors. We do limit vending of similar items, so submit your application quickly.

The Corn Palace Festival dates and hours for 2012 are as follows:

- Set-up is on Tuesday, August 21st from 8:00 a.m. to 4:00 p.m.
- **Food vendors** must be in place by 1:00 p.m. on Tuesday, August 21st.
- **Specialty vendors** must be checked in by 4:00 p.m. on Tuesday, August 21st.
 - **PLEASE NOTE:** Specialty vendors with trailers should be in place by 1:00 p.m. on Tuesday.
- On Wednesday, vendors are expected to be open by 4:00 p.m.
- Starting Thursday, vendors are asked to participate during the hours of 11:00 a.m. to 11:00 p.m.
- Tear down can begin on Sunday, August 26th at 9:00 p.m. (Our final concert will release at about 8:00 p.m.)

Spaces are available in the following: Food Vendors - 25 X 17-foot space for \$400; Specialty Vendors - 15 X 17-foot space for \$250. Additional space will be sold in 10-foot increments for \$125.

Stakes or pegs of any kind are **NOT** allowed to be driven into the blacktop. Sandbags work best to hold down tents, you are responsible to secure your tents and provide your own sandbags as needed.

No exhibitor/concessionaire will be allowed to set up unless the space to be occupied has been paid in full by August 1, 2012.

Please sign the application and return the application, water & electrical requirement sheet and a photo of your display/booth as soon as possible (if you have participated in our Corn Palace Festival before, you do not need to submit a photo).

Mail, Email or Fax To: Corn Palace, 612 North Main Street, Mitchell, SD 57301 or (email) festival@cornpalace.com or (fax) 605-995-8443. Any questions or concerns please call Janice Peterson at 605-995-8430.



A \$100 deposit is required at with this application. If selected the deposit in non-refundable. If not selected the deposit will be returned or voided. Decisions on application will be made beginning March 1st. Return to: Corn Palace Festival, 612 North Main Street, Mitchell SD 57301 (keep a copy of this application for your records).

Vendor Application

Business Name: _____

Contact Person: _____

Address: _____

Email: _____

Telephone #: _____ Fax #: _____

I Sell/Display: _____

Space needed: _____

If you would like to pay by credit card, please contact the office at 605-995-8430.

PLEASE NOTE:

By signing this application you, exhibitor/concessionaire, understand and agree to the following terms set forth in the CORN PALACE FESTIVAL VENDOR INFORMATION. Exhibitor/concessionaire will **NOT** be allowed to set up unless the space to be occupied has been paid in full and the appropriate insurance certificates have been received by August 1, 2012.

Signature: _____ Date: _____



Electrical & Water Requirements

Electrical Needs (Please plan for your maximum load)

110

Number of circuits needed _____ @ \$45.00 per circuit \$ _____

30 amp 220

Number of circuits needed _____ @ \$70.00 per circuit \$ _____

50 amp 220

Number of circuits needed _____ @ \$85.00 per circuit \$ _____

TOTAL: \$ _____

All outlets will be cord-connected. All cords must be of a good heavy quality capable of carrying the amperage needed for specific appliance. You must bring your own cords to reach the electrical panel. There will be no three-phase available. If any changes need to be made to adapt, an electrician will be available (at your expense).

***NOTE: All outlets are GFI protected.**

Water Needs

Each vendor can have access to one water direct hookup. The cost is \$30.00 for one connection and you are required to bring your own hose and back siphon connection compliant with South Dakota State Plumbing Code to connect to the spigot.

Do you need a water hookup?

_____ Yes Charge \$30.00

_____ No



Vendor Information

Set Up/Tear Down

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Upon arrival please contact the Box Office prior to set-up, 605-995-8430.

Maintenance and Your Festival Obligations

You are responsible for cleaning the tables and grounds under and surrounding your vending booth during the entire event. All concessionaires who are serving food are responsible for cleaning the picnic tables provided by the Corn Palace Festival. All concessionaires garbage should be brought to designated dumpsters. Concessionaires cooking with grease are responsible for proper disposal of the grease. Beginning Wednesday, all deliveries must be made before 10:00 a.m., no vehicles on Main Street after that time.

Licensing

All food and beverage providers MUST be licensed and comply with state and local health regulations prior to the festival. The health inspector will visit each food and beverage vendor prior to opening. Contact the Health Department by August 1st if you have questions in regards to regulations for this event.

SD Department of Health
Office of Health Protection
445 E Capitol
Pierre SD 57501
Phone: 605-773-3364

Security

The Corn Palace Festival is not responsible for the security or protection of the property and merchandise of exhibitors and concessionaires. Each exhibitor and concessionaire should take precautions to avoid theft or damage to such property.

Tax Information

You must have a South Dakota Sales Tax Number. The South Dakota Department of Revenue issues temporary permits for the duration of the Festival. The South Dakota Department of Revenue can answer questions you may have regarding sales tax. They can be reached at:

South Dakota Department of Revenue
PO Box 1103
Mitchell SD 57301
Phone: 605-995-8080

Local and National Fire Codes

Fire lanes identified along the midway shall remain open at all times for emergency apparatus. High-pressure cylinders, including LP Gas cylinders shall be fastened to prevent tipping. At least one 40-B:C rated fire extinguisher is required for all food vendors and where flammable or combustible liquids are used, stored or dispensed.

Plumbing Codes

South Dakota State Plumbing Code requires all water connections to be protected against back-siphon age and back-flow. **All wastewater must be disposed of in the sanitary sewer, NOT in the drain at the intersections along the curbs (storm sewer).** If you have any questions, please call:

Public Works Department
City of Mitchell
Phone: 605-995-8433

Insurance Requirements for All Vendors

The EXHIBITOR/CONCESSIONAIRE shall indemnify and hold harmless the City of Mitchell and its agents, employees and volunteers from and against all claims, damages, losses and expenses, including but not limited to attorney's fees, arising out of or resulting from (i) the conduct or management of the premises or of any business therein, (ii) any act, omission, or negligence of the EXHIBITOR/CONCESSIONAIRE or the partners, directors, officers, agents, employees, invitees or contractors of the EXHIBITOR/CONCESSIONAIRE (iii) any accident, injury or damage whatsoever occurring in or at the premises. EXHIBITOR/CONCESSIONAIRE hereby expressly indemnifies the City of Mitchell its agents, employees, and volunteers, unless such act of omission constitutes gross negligence or intentional misconduct.

EXHIBITOR/CONCESSIONAIRE shall maintain occurrence based Commercial General Liability Insurance or equivalent form with a limit of not less than \$2,000,000.00 each occurrence. If such insurance contains a general aggregate limit, it shall apply separately to this agreement or be no less than two times the occurrence limit. Such insurance shall add the City of Mitchell, and its employees and volunteers as additional insured.