



August 21st – 25th, 2019

Thank you for your interest in becoming a vendor at the 2019 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. We do limit vending of similar items, so submit your application quickly.

Returning Vendors

Returning vendors have until April 1st, 2019 to submit their applications and payment. **Full payment is required with this application along with a copy of your insurance coverage to ensure your spot in the 2019 Corn Palace Festival. After April 1st, 2019 all other vendors will be considered.**

Return to: Corn Palace Festival, 612 North Main Street, Mitchell SD 57301 (keep a copy of this application for your records).

Please watch these dates as we have new vendors already wanting to come in and we will need to let them know if there is room or not and don't want to give away your spot.

No exhibitor/concessionaire will be allowed to set up unless the space to be occupied has been paid in full. If you would like to pay by credit card, please contact the office at 605-995-8430.

Returning vendors are given the first opportunity to return to our festival and retain their spot from previous year if all the guidelines are met.

*****No checks for payment will be accepted. Only Cash, Visa, MasterCard or Discover*****

New Vendors

New vendors must submit an application and upon selection for the 2019 festival, full payment and proof of insurance will be due within two weeks of your approval.

Returning vendors are given the first opportunity to return to our festival and retain their spot from previous year.

No exhibitor/concessionaire will be allowed to set up unless the space to be occupied has been paid in full. If you would like to pay by credit card, please contact the office at 605-995-8430.

*****No checks for payment will be accepted. Only cash Visa, MasterCard or Discover*****

By returning this application and payment you are agreeing to the rules and guidelines as stated in the information below for the 2019 Corn Palace Festival.

We look forward to working with you at our fair!

Mail, Email or Fax To: Corn Palace, 612 N. Main Street, Mitchell, SD 57301 or jeri@cornpalace.com or (fax) 605-995-8443. Any questions or concerns please call Betty or Jeri at 605-995-8430.

Set Up/Tear Down

The Corn Palace Festival dates and hours for 2019 are as follows:

- Set-up will begin on Tuesday, August 20th at 8:00 a.m.
- **Food vendors** must be in place by 1:00 p.m. on Tuesday, August 20th.
- **Specialty vendors** must be checked in by 4:00 p.m. on Tuesday, August 20th.
 - **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 4:00pm
- Starting Thursday, vendors are asked to participate during the hours of 11:00 a.m. to 11:00 p.m.
- Tear down will be on Sunday, August 25th at 9:00 p.m. (Our final concert will release at about 7:00 pm.)

Upon arrival please check in at the table in front of the Corn Palace.

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.

Electrical and Water Information

All outlets will be cord-connected. All cords must be of a good and heavy quality, capable of carrying the amperage needed for the specific appliance. Each major appliance, cooler, grill, deep fat fryer, etc. will need to have its own circuit. You must bring your own extension 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.**

Each vendor can have access to one water direct hookup. The cost is \$40.00 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.



Vendor Information

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 are allowed 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 on Tuesday or Wednesday 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

If a business does not have a South Dakota Sales Tax Number a representative from the Department will be in contact with you during the event to provide a special form to report sales from the event. Any questions regarding sales tax can be directed to:

South Dakota Department of Revenue
417 N. Main St Ste.112
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.



Vendor Information Continued

Plumbing Codes

South Dakota State Plumbing Code requires all water connections to be protected against back-siphonage 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 \$1,000,000.00 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.

SAMPLES

No persons promoting or providing samples outside their vendor spot are allowed.

AMPLIFIERS, LOUDSPEAKERS AND RECORDINGS

No loudspeakers, amplifiers, radios, or other broadcasting devices are permitted at the Corn Palace Festival unless written permission is first obtained from the manager. Approved loudspeakers must be kept at a reasonable volume that does not disturb normal business transactions in adjoining exhibits or the general public. The manager reserves the right to revoke loudspeaker permission, if the provisions of the rule are not observed.



Vendor Information Continued

SANITATION/CLEAN UP

All exhibitor/concessionaires must keep their space and/or booth plus the area immediately surrounding their space and/or booth in a clean and sanitary condition at all times by removing any filth and refuse in centralized dump locations as specified by the Corn Palace Management. Vendors in the Food Court area will be required to assist in keeping the outside area free of garbage.

GREASE DISPOSAL

All Concessionaires who are cooking with grease are responsible for proper disposal of the grease in grease disposal units. Inquire at the Box Office as to the location of grease disposal units. **IN NO CASE SHOULD GREASE BE EMPTIED INTO THE STORM OR SANITARY SEWERS OR ONTO THE GROUND. ANY VENDOR ATTEMPTING TO EMPTY GREASE IN ANY STORM OR SANITARY SEWER WILL FORFEIT ALL FEES PAID AND WILL BE ORDERED TO LEAVE THE GROUNDS.**

WATER – WASTEWATER - GARBAGE

1. Water used in the stand must be obtained from an approved source. All water hook ups must use a siphoned valve.
2. Water must be disposed of in a sanitary sewer system.
3. Garbage and rubbish shall be stored in leak proof, nonabsorbent containers, which shall be kept covered with tight fitting lids. Garbage containers must be provided for customer use

Vendor Information 2019

Business Name: _____

Contact Person: _____

Address: _____

Email: _____

Telephone #: _____ **Cell #:** _____

Space Requirements

Spaces are available in the following:

Food Vendors - 25 x 17-foot space for \$420.00

Number of spaces _____ @ \$420.00 per space \$ _____

Specialty Vendors - 15 x 17-foot space for 265.00

Number of spaces _____ @ \$265.00 per space \$ _____

Additional space - sold in 10-foot increments for \$130.00

Number of Extra spaces _____ @ \$130.00 per space \$ _____

Electrical Requirements

(Please plan for your maximum load)

110

Number of circuits needed _____ @ \$60.00 per circuit \$ _____

30 amp 220

Number of circuits needed _____ @ \$80.00 per circuit \$ _____

50 amp 220

Number of circuits needed _____ @ \$100.00 per circuit \$ _____

Water Requirements

Do you need a water hookup?

Number of Water Hookups _____ @ \$40.00 per circuit \$ _____

TOTAL \$ _____

(**Please note there will be no refunds given**)

Signature: _____ Date _____