

Teapot Days - FOOD Vendor Application

Saturday, June 18, 2016 - 10 am to 10 pm - Tea, SD

Keep this page for your information.

Please review all details for some items have changed from the previous year. All information is subject to change.

SPECIAL NOTE - All vendor applications are accepted on a first come first serve basis. If you attended last year, this does not guarantee you a spot for 2016. This application is released to all vendors at the same time.

Location - Tea City Park at 105 E. Brian St. Tea, SD 57064

Teapot Days is held outdoors at the Tea City Park, 105 E. Brian St. located on the corner of Main St. and Brian St. in Tea, SD. The carnival will be located on Brian St. next to the park.

Event Hours - 10 am to 10 pm Saturday Only

The festival for food vendors is opened to the public from 10 am to 10 pm on Saturday, June 18 only. Food Vendors need to be set up in the park by 9:30 am. You must have all vehicles out of the park by 9:30 am. Be sure to arrive early so that you can find your space, unload and have your vehicles out of the park and off the street by 9:30 am.

You may NOT tear down your booth or leave before 10 pm even if you are sold out or having a slow day. If you happen to run out of food, you are able to close but must stay in the park until 10 pm. We do not want to disrupt any other vendors during selling hours. Vendors who leave early will jeopardize their application for next year.

Vendor check-in will be on Saturday, June 18 from 7:15-8:30 am at the park shelter. **If you would like to check in on Friday, June 17, you must contact City Hall by June 13 to schedule a specific time.** Only a limited number of food vendors will be able to check in Friday night due to electricity limits. **No 220 hook ups are provided Friday evening, only Saturday.** You must plug into regular 110 20 amp outlets. If any of your appliances take more than 20 amps, we will not be able to provide you with power Friday evening, you must check in on Saturday.

Booth Space - \$175.00 Fee - Acceptance

Booth fee is \$175.00 (electricity is included). You are responsible for your own set up, display, and signage. You must be very specific on your application and letting us know how much space is needed. **Pictures of your trailer/vending setup must be included.** Also a drawing or photo of your trailer attached to your truck with your vending window labeled. This is to show us the best way for you to pull into your vendor space.

Even if you participated last year and your set up is the same, we still need this information submitted with your application.

You will be notified via email if your application has been accepted or not. If not accepted, your application and payment will be returned to you. **The City of Tea reserves the right to reject any application.**

Products

You must provide a complete list of products to be sold. We will be limiting the number of food vendors accepted and what products are sold. We do not limit the selling of beverages. **No alcoholic beverages can be sold.**

Electricity (Please read this section in detail.)

If you require electricity, you must indicate this on the application. Indicate your electricity needs in detail, for example: 1 regular outlet, 3 regular outlets, 220 30 amp, etc. You must bring at least a 125-foot, heavy duty electric cord, we do NOT provide any extension cords. **We will NOT provide an electrician to hard wire any electricity into the generators or provide any special adaptors.** You must be able to connect to our equipment yourself and adapt to our outlets. **We are limited on the number of 220 hook ups, please contact City Hall to see if your electrical needs can be met.**

WE ARE ONLY ABLE TO PROVIDE A LIMITED AMOUNT OF 220 HOOK UPS. If you do require a 220 hook up, you must provide a clear picture of your electrical adaptor to ensure it is compatible with our generator. The day of the event, if you are unable to adapt to our electric hook ups or require too many amps and trip the breakers, we will not be able to provide you with power. We are not liable and no refunds will be given.

OFF-SITE GENERATORS WILL NOT BE ALLOWED DUE TO THE LOUD NOISE THEY PRODUCE.

Liability

The Teapot Day Committee or the City of Tea is not liable for refunds or any other liabilities whatsoever for your failure to fulfill the rules and regulations due to the unusable condition of the area in which the Festival is to be held that is caused by, but not limited to, fire or other calamity, any act of God or nature, public enemy, strikes, statutes, ordinances of legal authority, or any cause beyond the Teapot Days Committee or City of Tea's control.

Application Deadline May 20, 2016 - Payment Must Be Included

All applications must be received by **May 20, 2016** and include the fee, a copy of your SD sales tax license and photo of your setup. Please make checks payable to City of Tea. Applications can be mailed, faxed or dropped off at Tea City Hall, PO Box 128, 600 E. 1st St., Tea, SD 57064. More detailed information will be emailed to you the week of Teapot Days.

It is in your best interest to apply early, food vendor spaces do fill up.

All information for Teapot Days can be found at www.teasd.com. For other questions please contact

TEAPOT DAYS FOOD VENDOR APPLICATION

Saturday, June 18, 2016 ONLY - 10 am to 10 pm - Tea, South Dakota

Application must be filled out in full. Partial applications will not be accepted.

Business Name: _____

Contact Person(s): _____

Mailing Address: _____ City, State, Zip: _____

Cell Phone: _____ Email: _____

*It is very important to provide an email address, this is our main way of communicating with you.

Please Provide or Attach a Detailed List of Products to be Sold:

Total Booth Size Needed* (dimensions) (W) _____ ft x (L) _____ ft

*If applicable, please include trailer hitch in length.

What does your set up include? Please mark all that apply.

- Canopy Tent – Size: _____
- Trailer/Truck used to sell out of – Size: _____
- Trailer used for storage located at your booth area – Size: _____

Can you be placed within a grassy area, not on pavement? Yes No

Does your trailer have windows to sell from on both sides? Yes No

If no, you must provide a sketch of your trailer hooked up to your truck with the vending window labeled so we know which way is the best for you to pull into the parking lot and set up.

Does your booth require electricity?

- Yes (and I will bring multiple 125 ft heavy duty extension cords)
_____ 110 volt 20 amp regular outlets. # of outlets needed: _____
_____ 220 volt (limited 220 hook ups available). # of amps: _____
- No

A majority of our 220 hook ups will look like this. Please contact us if you have a different hook up.



Please list any special requests. We will do our best to fulfill requests but cannot guarantee it.

Include the following - If all information is not included, application will be rejected.

- Mail Application by **May 20, 2016** to **City of Tea – PO Box 128 – Tea, SD 57064**
- \$175 Booth Fee - Make checks payable to City of Tea
- Picture of electrical adaptor if needing a 220 hook up
- Picture of trailer or vending equipment
- Sketch or picture of trailer attached to truck with vending window labeled, length and width of vending trailer also labeled
- Copy of South Dakota Sales Tax License
- Pay with MasterCard, Visa or Discover (below)
- Electricity Fee is included within the booth fee

All applicants must sign:

All staff and volunteers for my booth will understand and obey the rules set by the Teapot Days Committee and City of Tea. If a member of the Event Committee determines that a product or service in my booth is unacceptable, I will stop selling or producing it or risk being ejected from the event. **I understand the City of Tea & Teapot Days Committee reserves the right to reject any application.**

The Teapot Days Committee and the City of Tea does not assume responsibility for any thefts, damages, or injuries relating to the festival. I have read and understand the above information. Also, by signing below I agree to be open during the scheduled hours of the festival. Opening late or closing early will jeopardize my application for next year. If you ran short of product last year, please come better prepared.

Special Note: Festival hours are subject to change due to weather, event schedule or any other unforeseen happening. Vendors will be notified of any changes. No refunds will be given due to inclement weather or no shows. Refunds can be requested but must be done by May 1, 2016.

Signature _____

Date _____

Pay with MasterCard, Visa or Discover

Card Type: MasterCard – Visa - Discover Name on Card: _____

Phone Number: _____ Email Address: _____

Card Number: _____

Exp. Date _____ / _____ CSC #: _____ Total Amount to be charged: \$ _____