

Teapot Days NON-FOOD Vendor Application

Saturday, June 18, 2016 ONLY - 10 am to 4 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.

Non-Food Vendors include arts, crafts, businesses, independent sales consultants (Pampered Chef, Mary Kay, etc.), etc.

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 and many other events will take place in the park or next to the park to attract more business for the vendors.

Event Hours 10 am to 4 pm

The festival for non-food vendors is opened to the public from 10 am to 4 pm on Saturday, June 18 only. Vendor check-in will be from 7:15-9:00 am at the park shelter on Saturday, June 18. You must have your products unloaded from your vehicle and have all vehicles out of the park and off the street by 9:30 am. Be sure to arrive early enough to have the proper amount of time to unload and setup.

Please be prepared for rain to protect your products.

You may **NOT** tear down your booth or leave before 4:00 pm even if you are sold out or having a slow day. Vendors who leave early will jeopardize their application for next year. Entertainment and the carnival will be taking place later in the evening which increases traffic within the park. If you choose to, you may stay open later in the evening, however you might not be able to drive within the park to load your items due to the amount of people.

Booth Space 10x10 - Booth Fee \$25.00 - Acceptance

The cost for a 10 x 10 space is \$25.00. You are responsible for your own set up materials, display, and signage. If more space is needed you must note this on your application. Only one sales consultant from a company is able to attend Teapot Days. For example: one Pampered Chef representative, Thirty One, Mary Kay, etc. Please contact Tea City Hall or check our website to verify if a specific consultant has already been accepted. You will be notified via email if your application has been accepted or not. If you are not accepted, your application and payment will be returned to you. ***The City of Tea reserves the right to reject any application.***

Vendor Parking

There will not be a specific vendor parking area. If possible, please keep the number of vehicles per vendor to a minimum.

Electricity - \$25.00 Fee

If you require electricity, you need to indicate this on your application. Please indicate your electricity needs in detail, for example: 1 regular outlet, 3 regular outlets, etc. We only provide 110 volt, 20 amp outlets. Electricity is an additional \$25 and will be limited (you must bring at least a 125-foot, heavy duty electric cord-we do NOT provide any extension cords). Please bring extra extension cords; typically it is faulty cords that gives vendors problems. Please do not plan on hooking several items into one power strip and to one extension cord. Depending on the items, these may need to be broken out into several outlets. No off-site generators from non-food vendors will be allowed in the park; to receive electricity, our generator provided must be used.

Driving Vehicles in the Park

Vendors are allowed to drive their vehicles into the park to load and unload items only. Vendors cannot block the bike path when loading or unloading due to other vehicles needing to get thru. **If excess rain occurs the week before, the day before or the day of the event, vehicles are not allowed within the park;** vehicles and trailers will tear up the grass. If this does happen, we will provide additional utility golf carts to load and unload items. This will take a little more time due to the number of vendors compared to the carts we provide, please be patient. If vehicles are allowed in the park, all vehicles and trailers must be removed by 9:30 am. If you need your trailer or vehicle kept within the park, it must be pre-approved by City Hall and noted on your application. Please remember when driving thru the park to drive slowly and cautiously. Normally vehicles are not driven within the park so spectators are not watching for cars. You will be notified via email the week of Teapot Days if vehicles will not be allowed in the park.

Liability

The Teapot Day Committee and the City of Tea are 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, rain 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. The City of Tea & Teapot Days Committee has the right to accept or reject any application upon their discretion.

Application Deadline June 1, 2016 - Payment Must Be Included

All applications must be received by **June 1st, 2016** and include the booth fee and a copy of your SD sales tax license. 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.

All information for Teapot Days can be found at www.teasd.com. For other questions please contact Tea City Hall, 605-498-5195 or email cityoftea2@iw.net. Find us on Facebook - Tea South Dakota.

TEAPOT DAYS NON-FOOD VENDOR APPLICATION

Saturday, June 18, 2016 Only - 10 am to 4:00 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:

Standard Booth Size: 10 x 10

More Space Required? Total Booth Size Needed (dimensions) (W) _____ ft **x (L)** _____ ft
(Depth) (Front of Booth)

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

Canopy Tent - Size: _____

Tables & Chairs - Comments: _____

Trailer used for storage located at your booth area - Size: _____
(Only allowed on rare occasions - Must be approved by City Hall to keep trailer within the park area)

Do you unload your items from a trailer? If so please indicate the size of trailer.

Yes - Size of trailer: _____ (Please note large trailers may not be able to be driven within the park area)

No

Does your booth require electricity? Fee of \$25.00 (All non-profits & TEDC Members needing electricity must pay)

Yes (and I will bring multiple 125 ft heavy duty extension cords and pay the \$25 electricity fee)
 _____ # of 110 volt 20 amp regular outlets needed

No

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

Include the following: (Separate checks are NOT needed for booth fee and electricity.)

If all information is not included, application will be rejected.

- Mail Application by **June 1st, 2016** to **City of Tea - PO Box 128 - Tea, SD 57064** or drop off at 600 E. 1st St. - Tea.
 - \$25 Booth Fee - Make checks payable to City of Tea \$25 Electricity Fee (if needed)
 - Copy of South Dakota Sales Tax License Pay with MasterCard, Visa or Discover (below)
- (If you are a consultant for a business like Mary Kay, Thirty-One, etc and the company pays your sales tax, a tax license does not need to be submitted.)

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: \$ _____