

Teapot Days - FOOD VENDOR Application

Saturday, June 19, 2021 - 10:00 am to 10 pm - Tea, SD

Tea City Park - 105 E. Brian St.

SPECIAL NOTE - All vendor applications are accepted on a first come first serve basis.

Location - Tea City Park, 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 Ave. 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 event for food vendors is opened to the public from 10 am to 10 pm on Saturday, June 19 only. Food Vendors need to be set up in the park and vehicles out of the park by 9:30 am.

You may NOT tear down your booth or leave before 10:00 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 10:00 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 19 from 7:15-8:30 am at the park shelter. **If you would like to check in on Friday, June 18, you must contact City Hall by June 14 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 110V, 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 and you must check in on Saturday.

Booth Space - \$200.00 Fee - Acceptance

Booth fee is \$200.00 (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, 220V, 30 AMP, length of 220 cord, 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 ONLY ABLE TO PROVIDE A LIMITED NUMBER 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. **Please make sure your have a lengthy 220 cord. If you have any questions, please contact City Hall. OFF-SITE GENERATORS WILL NOT BE ALLOWED DUE TO THE LOUD NOISE THEY PRODUCE.**

Application Deadline May 21, 2021 - Payment Must Be Included

All applications must be received by **May 21, 2021** 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.

Insurance.

The EXHIBITOR/CONCESSIONAIRE shall indemnify and hold harmless the City of Tea 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 Tea and 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 Tea and its employees and volunteers as additional insured.

It is in your best interest to apply early, food vendor spaces do fill up. We do regulate the number and type of food vendors.

All information for Teapot Days can be found at www.teasd.com. For other questions please contact Tea City Hall, 605-498-5194 or email teapotday@gmail.com. Find us on Facebook - Tea South Dakota.

TEAPOT DAYS FOOD VENDOR APPLICATION

Saturday, June 19, 2021 ONLY - 10:00 am to 10:00 pm - Tea City Park

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

Event 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. **The deadline to request a refund is May 21, 2021.**

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

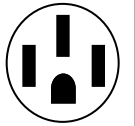
If no, you must provide a sketch of your trailer hooked up to your truck with the vending window labeled so we know which way is the best for you to pull into the parking lot and set up.

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

***Length of 220 cord: _____**

220 hook ups
will look
like this.



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 21, 2021** to **City of Tea – PO Box 128 – Tea, SD 57064**
- \$200 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
- Insurance Certificate

All applicants must sign:

If a representative of the City of Tea 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 reserves the right to reject any application.**

The City of Tea does not assume responsibility for any thefts, damages, or injuries relating to the event.

I have read the application and by signing below I agree that all my staff and/or volunteers for my booth will abide by the rules and regulations set by the City of Tea; I agree to be open during the scheduled hours of the event; and agree to indemnify and hold harmless the City of Tea for any losses, claims or liabilities that may arise.

Signature _____

Date: _____

City Use Only

Date Received: _____

Payment Amount _____

Check#/Cash/CC _____

Pay with MasterCard - Visa - Discover

Name on Card: _____

Card Number: _____

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