

# MATTHEWS

OPERA HOUSE & ARTS CENTER

presents

July 19 | 20 | 21 • 2024

CRAFT VENDOR APPLICATION

Spearfish City Park

46<sup>th</sup> spearfish  
festival

in the park

[www.matthewsopera.com](http://www.matthewsopera.com) or e-mail [fip@matthewsopera.com](mailto:fip@matthewsopera.com)

## 2024 Festival in the Park- Craft/Art Vendor Application

### PLEASE READ CAREFULLY AND IN FULL

You are invited to participate in the 46th Annual Festival in the Park (FIP) July 19-21, 2024 in Spearfish, SD. The 2-½ day festival is a juried exhibition of quality art and fine crafts. FIP is sponsored by the Matthews Opera House & Arts Center (MOH), a non-profit charitable organization. All proceeds are used to produce the annual festival and assist other related non-profit arts activities in the greater Spearfish area.



Keep in mind that this is an outdoor event with varying weather elements and the city park has many full sized trees spread throughout the festival area. Please take this into consideration in preparation for the event. If you have any questions, please email us at [fip@matthewsopera.com](mailto:fip@matthewsopera.com).

**FEES:** *Each application must be accompanied by one check for all fees which will be deposited immediately upon receipt. Alternately, you may go to our [online payment portal](#).* Applications are DUE BY MARCH 15, 2024. The artists not selected to exhibit will receive a notification along with a refund of the booth fee, electrical fee, if paid, and additional space fee, if paid. The \$50 processing fee is non-refundable.



**If full amount is not received with application, a single notice will be given by festival staff.** After this initial notice, it is the responsibility of the vendor to send the remaining amount. If full amount is not received by March 15, 2024, the application will not be considered for the festival.

**Make checks payable to:** The Matthews Opera House & Arts Center. We will not accept post-dated checks. If a check is returned for insufficient funds, your application and booth assignment will be delayed until we receive a cashier's check for the full payment and the \$35 NSF Fee. Previous booth space will not be held open.

**PHOTOS:** Six digital photos must be submitted for jurying. The photos should consist of:

- Single photo of booth display
- Four photos of your product
- Single photo of you making your product

If physical photos are submitted, please include a SASE to ensure their return.

### **ITEMS SENT FOR JURYING:**

You may send one sample item of your product along with the six photos for jurying. This allows the jury to better judge the quality of your work. Please label the item clearly with your name. This item will NOT be returned, but will be offered at a silent benefit auction for the MOHOC. Only the six photos are required.

### **SELECTION PROCESS:**

No applicant can be accepted into the FIP without participating in the jury process. Acceptance is completely at the discretion of the jurors and the FIP committee. All works to be exhibited must be original and made by the exhibitor. Any vendor will be asked to leave the Festival if the FIP committee suspects that their product is not handcrafted. The work is juried on quality, creativity, and originality. Jurying will be held shortly after the entry deadline. Notifications of acceptance will be mailed by April 17, 2024. Please no phone calls in regards to acceptance or rejection.

- **NO BUY/SELL PRODUCTS WILL BE ALLOWED.**
- ***A self-addressed, stamped business envelope (SASE) MUST be sent in with application for the return of acceptance or rejection notification. Failure to include SASE will result in a delay of accepting your entry until SASE is received.***
- Please note that the festival sees a variety of visitors. Vendors with a wide range of prices and products are more successful. If you have questions on the pricing of your work please feel free to call or email for suggestions.

### **BOOTH SPACE:**

Space locations are assigned in advance by FIP. The use of a location is restricted to the artist to whom it is assigned. Only the work of the designated artist(s) may be displayed or sold. If two people work together in producing a single product, they may apply as an exhibiting “team” and occupy one space during the festival. All spaces are approximately 12’ wide by 12’ deep. All booths will be measured and if additional space is needed, Festival staff will collect fees for extra space throughout the weekend. **Space is only guaranteed for sale from the front of the booth. FIP staff have the right to relocate booths DURING SETUP for space or equipment needs.**

**If vendors require a space beyond the allotted 12’ X 12’ space, additional fees include:**

- If your booth is more than 12’ DEEP, you will need to pay an additional **space fee of \$125.**
- If your booth is more than 12’ WIDE, you will need to pay an additional **booth fee of \$225.**

Artists are to provide their own display booth, racks and/or tables. The park’s picnic tables are NOT for the exhibitor’s use. The festival takes place in the Spearfish City Park where ***tent stakes can be no longer than six inches; if there is damage to underground sprinklers as a result of the use of longer stakes, you will be assessed a \$50 damage fee.*** Not all booth locations are perfectly level. Exhibitors are advised to bring leveling supplies for table displays; no adjustments in booth location will be made for ground that is not level.

### **TAXES:**

No commission on artist’s sales will be retained by FIP, however, all participating artists are required to collect and pay the appropriate Spearfish City sales tax and the South Dakota sales tax on all items sold. Further information from the SD Department of Revenue will be provided to exhibitors at time of registration. A list of all vendors is given to the SD Department of Revenue.

**SECURITY:** Security will be provided on both Friday and Saturday nights.

### **DOGS/PETS:**

For health and safety reasons, the Spearfish City Council has banned pets from the Spearfish City Park during set-up and during the Festival. This does not apply to dogs used by law enforcement or disabled or visually handicapped with proper service dog identification and certification. **If you have pets traveling with you, please make arrangements for pet-sitting during these three days.** No pet-sitting services will be provided at the festival grounds and **they will not be allowed in your booth.**



## FESTIVAL HOURS:

**Friday, July 19:** 4:00 PM – 8:00 PM - \$5.00 Wristband Night

- Fundraising Night for “Matthews Opera House & Arts Center”
- Entrance to the Park will be limited to patrons with \$5 wristbands

**Saturday, July 20:** 9:00 AM – 6:00 PM – Free Admission

**Sunday, July 21:** 10:00 AM – 4:00 PM – Free Admission

**SETUP / TEARDOWN TIMES:** Registration and move-in by Lions Club members will begin at 6:30 AM on Friday and will be finished at 2:00 PM that day. All exhibitors must be **checked in by 2:00 PM** and **set up by 4:00 PM on Friday**. Exhibitors must remain open during prescribed hours until 4:00 PM on Sunday. Move-out will begin at 4:00 PM and continue until 8:00 PM. **Any deviation from this schedule will exclude you from participating in future years.**



- Anyone who sets up prior to 6:30 AM on Friday will be asked to remove their items from the park immediately. **No negotiations – this is for safety and liability reasons.**
- No motor vehicles are allowed into the Park without prior approval.
- No vendors may begin to disassemble their booths prior to 4:00 PM on Sunday.

**ELECTRICITY:** Electrical fees are due with application fees. Craft booth fees are \$50 for ONE 120-volt/15 amp double receptacle w/3-pin outlet. Please be honest on your electrical needs and note that your position within the park will be dictated by the availability of electricity. Extension cords must be in first-class condition, adequately grounded, and of at least 12 AWG-preferably 10 AWG. The SD state electrical inspector has authority to examine all of your electrical equipment, in which event, a fee is required for each inspection. Since electricity in the park is limited, only those electrical items designated on your electrical application and approved by the festival committee will be allowed. **Please make sure you bring your own cords. We do not provide them for you.**



- **GAS GENERATORS ARE NOT PERMITTED**
- Electricity can only be used if you have paid for it – festival staff will be inspecting booths and collecting electrical fees for those who find they need electricity and have not paid
- Extension cords must be run along the ground – they cannot go over the top of booths

**PROOF OF INSURANCE:** All vendors are responsible for their own liability insurance during the Festival. Neither the FIP committee or the Matthews Opera House and Arts Center are responsible for damage, loss, theft or injury at any time during the festival

- Craft vendors can either obtain a separate policy or add a “Business Pursuits” addendum to their existing homeowner’s insurance.
- **If insurance is not received with application a single reminder will be given by festival staff.** After this initial reminder, it is the responsibility of the vendor to send proof of insurance.
- All vendors must provide proof of insurance **no later than July 1, 2024** - Failing to provide insurance by this date will forfeit your participation within the festival, as well as all fees paid. ***Please note: If you have previously sent us proof of insurance and the dates are still valid, then you do not need to send again. If you are unsure, please contact your insurance company.***

## CALENDAR NOTES

- **APPLICATION DEADLINE -- MARCH 15, 2024**
- **NOTIFICATIONS OF ACCEPTANCE/REJECTION -- APRIL 17, 2024**
- **REFUND DEADLINE -- MAY 12, 2024**
- **PROOF OF INSURANCE DEADLINE - JULY 1, 2024**

## 2024 Festival in the Park – Craft/Art Vendor Application

### Vendor Information: (Please type, or print legibly)

Name: \_\_\_\_\_ Company Name: \_\_\_\_\_  
Address: \_\_\_\_\_ City: \_\_\_\_\_  
State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Home Ph: \_\_\_\_\_ Cell: \_\_\_\_\_ Work Ph: \_\_\_\_\_  
Email: (Required) \_\_\_\_\_  
Website: \_\_\_\_\_

#### Booth Information:

Booth spaces provided are 12'x12'. Please list tent dimensions (H) \_\_\_\_\_ x (W) \_\_\_\_\_ x (L) \_\_\_\_\_

- **If dimensions are exceeded, you will need to purchase additional space or another booth space**
- Booth sizes will be monitored during festival and fees will be collected for extra space

Previous Booth #: \_\_\_\_\_ Request the same booth #: \_\_\_\_\_ Yes \_\_\_\_\_ No \_\_\_\_\_

**Your previous booth space is NOT GUARANTEED. We will attempt to provide you with requested booth space. We appreciate your flexibility and will try hard to meet your needs.**

**Electricity:** \_\_\_\_\_ No \_\_\_\_\_ Yes (ONE 120-volt/15 amp double receptacle w/3-pin outlet)

Fee: \$50 for craft/art booths

**Promotion: 5-word** description of your merchandise (to be used in advertisement): \_\_\_\_\_  
\_\_\_\_\_

List of items for sale: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

#### My Payment Enclosed Includes:

Non-refundable Processing Fee	\$50.00 (mandatory)
Booth Fee	\$250.00 (mandatory)
Electrical Fee - \$50 for Craft Booth	\$ _____ (if needed)
Additional Space (DEEP) - \$125	\$ _____ (if needed)
Additional Booth (For WIDTH) - \$225	\$ _____ (if needed)
Annual T-shirts - \$20 each (if ordered)	\$ _____ (if ordered)
Size: _____ M _____ L _____ XL _____ XXL	
Optional Donation to MOHAC	\$ _____ (Thank You!)
<b>LATE FEE: \$50 if app is postmarked after 3/17/24</b>	\$ _____

**Total Payment Enclosed** \$ \_\_\_\_\_

#### Checklist:

\_\_\_\_\_ Completed and signed application form (Postmark deadline March 15, 2024)

\_\_\_\_\_ SIX quality photos

\_\_\_\_\_ Payment Enclosed – Check # \_\_\_\_\_

\_\_\_\_\_ **Self-addressed Stamped Envelope**

\_\_\_\_\_ Proof of Insurance ( ) Will send before July 1, 2024

\_\_\_\_\_ **If you are donating one item for a silent auction, please make sure your website and contact information is on a card with the item donated. We want to let everyone know who made the wonderful items. Thank you!**

**SIGNATURE PAGE**

**Sign in Two (2) places below**  
**Complete this page and return to:**

The Matthews Opera House & Arts Center | 612 North Main Street |  
Spearfish, SD 57783  
**www.MatthewsOpera.com**

**Applicant Signature**

Vendors may sell only handmade or hand-crafted items. Examples of items that are NOT handmade or hand-crafted include, but are not limited to:

- Fabric items that are not embellished in a significant and substantial way.
- Wood, stone, metal, plastic, pottery or plant (including dried plant) items purchased from a mass producer that are not altered in a significant way by you.

***I agree to sell only handmade or hand-crafted items as described above and in the Festival in the Park Application.***

**Signature:** \_\_\_\_\_

All staff and volunteers for my booth will understand and obey the rules set forth by Matthews Opera House & Arts Center for Festival in the Park. If a member of the festival 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 Festival.

By signing the application you agree to abide by the decision of the panel of jurors as to the acceptability of your work and this application, and that you agree to comply with the conditions set forth in the terms. You certify that all information furnished is true and correct. ***There will be no refund if you cancel after May 12, 2024.*** There will be no alternative location or refunds in case of inclement weather.

**Signature:** \_\_\_\_\_

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