

# MATTHEWS

OPERA HOUSE & ARTS CENTER

presents

July 19 | 20 | 21 • 2024

Spearfish City Park

FOOD VENDOR APPLICATION



46<sup>th</sup> spearfish  
**festival**

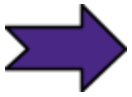
in the park

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# 2024 Festival in the Park - FOOD VENDOR APPLICATION

## PLEASE READ CAREFULLY AND IN FULL

You are invited to participate in the 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 vendors 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 and MENU:** **TWO** digital photos and a menu of food to be served will be required by all food vendors. The photos should consist of:

- Single photo of the outside of your booth
- Single photo of your product and food display

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

The menu will be filled in at the end of this application. **Festival staff has the right to dictate items sold and not sold by festival participants.** This is to ensure a wide variety of food and increase the profitability to vendors of items sold.

### **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. Vendors may be asked to change or simplify their menu items during the jurying process. 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.
- ***A self-addressed, stamped envelope (SASE) must be sent with your 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.***

**BOOTH SPACE:** Space locations are assigned in advance by FIP. The use of a location is restricted to the vendor to whom it is assigned. Only the food of the designated vendors may be 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 food vendor spaces are approximately 15’ wide by 15’ deep.** Food vendor booth length and width cannot exceed 20’. This is due to limited space in the food booth area. 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 15’X15’ space, they will need to pay for an additional space**

- If your booth is more than 15’ DEEP, you will need to pay an additional **space fee of \$125.**
- If your booth is more than 15’ WIDE, you will need to pay an additional **booth fee of \$225.**

Vendors 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, so 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 vendor sales will be retained by FIP, however, all participating vendors 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 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.**

**FOOD LICENSE:** You must obtain a temporary food license if you do not already have one. It is YOUR RESPONSIBILITY to complete this process before the event. To print an application go to the website - <http://doh.sd.gov/>. Application and license fee must be submitted 14 days prior to the event.

#### **FESTIVAL HOURS:**

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

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

**Saturday, July 20:** 9:00 AM – 7:00 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 FOOD vendors must be **checked in by NOON** and **set up by 4:00 PM on Friday** and remain open during prescribed hours until 4:00 PM on Sunday. Move-out will begin at 4:00 PM on Sunday 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.

Food Booth electrical fees are \$125 and the FIP committee will work to accommodate the vendor's needs. Please be specific on electrical needs and note that the amount of electricity needed may dictate where a food booth is located. Be flexible in your positioning within the food booth area. Extension cords must be provided by the vendor. All 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.

## GAS GENERATORS NOT PERMITTED.

## 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.



- Food vendors **MUST** carry a minimum of \$1,000,000 individual/\$2,000,000 aggregate limits.
- **If insurance is not received with application a single reminder will be given by festival staff.** After this initial notice, 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 - Application for Food Vendors

### 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 15'x15'. Please list tent dimensions (H) \_\_\_\_\_ x (W) \_\_\_\_\_ x (L) \_\_\_\_\_

- **If dimensions are exceeded, you will need to purchase additional space or another booth space**
- Booths cannot exceed 20' in width or length

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.

### FOOD VENDOR MENU:

Please prioritize your food list in the order in which you would like to sell. We may be limiting the types of food sold by individual vendors. Those selling one food may have priority over those selling numerous products. Be complete and specific in your description. Vendors may be asked to change or simplify their menu items during the jurying process. You will only be allowed to sell what you list here. Items sold will be monitored by festival staff. Vendors deviating from the menu below will be required to discontinue any items not listed.

#1 Food \_\_\_\_\_  
#2 Food \_\_\_\_\_  
#3 Food \_\_\_\_\_  
#4 Food \_\_\_\_\_

#1 Drink \_\_\_\_\_ #2 Drink \_\_\_\_\_  
#3 Drink \_\_\_\_\_ #4 Drink \_\_\_\_\_

### My Payment Enclosed Includes:

Non-refundable Processing Fee	\$50.00 (mandatory)
Booth Fee	\$250.00 (mandatory)
Electrical Fee - \$125 for Food 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 3/15/24</b>	\$ _____
<b>Total Payment Enclosed</b>	<b>\$ _____</b>

Electricity: \_\_\_\_\_ No \_\_\_\_\_ Yes, (Fee: \$125 for food booths)

**Please be specific --** Number of circuits needed:

\_\_\_\_\_ 20 amp \_\_\_\_\_ 120 V \_\_\_\_\_ 50 amp 240V (20 amp 120V = 1900 Watts)

Please be honest on your electrical needs and note that your position within the park may be dictated by the availability of electricity. Extension cords must be in first-class condition and adequately grounded. 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 note: We need to know how many items you will be plugging into so please be very specific with your electrical needs. You will be given a tag to place on each cord that you specify. Also please make sure you bring your own cords. We do not provide them for you.**

**Checklist:**

- \_\_\_\_\_ Completed and signed application form (Postmark deadline March 15, 2024)
- \_\_\_\_\_ TWO quality photos
- \_\_\_\_\_ Payment Enclosed – Check # \_\_\_\_\_
- \_\_\_\_\_ ***Self-addressed Stamped Envelope***
- \_\_\_\_\_ Proof of Insurance ( ) Will send before July 2, 2024

## SIGNATURE PAGE

Sign in two (2) places below.

Complete this page, sign and return to:

The Matthews Opera House & Arts Center | 612 North Main Street | Spearfish, SD 57783

[www.MatthewsOpera.com](http://www.MatthewsOpera.com)

### Applicant Signature

Vendors may sell only menu items listed within the application. All menu items are subject to limitations made by the festival committee.

***I agree to sell only menu items listed and approved by the festival committee. I understand the rules listed 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 13, 2024.*** There will be no alternative location or refunds in case of inclement weather.

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

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