

Spearfish Downtown Business Association

2020 Downtown Friday Nights Vendor Application



Please complete all components of this form to apply for a booth at Downtown Friday Nights (DFN) so that we may serve you as well as possible. This year's event runs EACH Friday from June 5th to August 28th.

July 17th is the Black Hills Corvette Classic, and although that is not a DFN event, vendors are invited to participate. The layout will be different. So space & electrical will be very limited – so keep that under consideration.

This form must be returned by May 1st, 2020 to be considered for a space.

- **Food Vendors** – Main Course Food Vendors will be limited to 10 and Specialty Food Item Vendors will be limited to 4 (popcorn, ice cream, desserts). \$600.00 fee for a single space for all 13 weeks. 20' Maximum length, 12' Maximum width. Each additional 10' in length is an additional \$300.00. Attendance is required all 13 weeks. If you cannot attend every week, please do not sign up. If you miss 3 weeks you may be forced to relinquish your space without refund. Each food vendor must have a valid South Dakota Sales Tax License, a Certificate of Liability from your insurance company naming The SDBA and DFN as additionally insured, and a valid South Dakota Department of Health Food Service License and Inspection. Please include those with your application. We will have 2 large dumpsters designated for food vendors – your trash must go in there.
- **Beer Vendors** – \$600.00 fee per single cart or trailer space for all 13 weeks. Each cart is subject to that fee. Vendors will be limited to 1 serving area/small trailers. Serving area must not exceed 20' x 20'. To maintain as much sightline from the food area to the stage, the carts and trailers must be parallel with the road. We cannot force you to sell the sponsor's brand(s), but we also remind you that they are paying for this event, so we strongly hope you will reciprocate their generosity by selling and marketing the brand(s) they want to promote during the event they help make possible. Beer vendors **MUST NOT** serve any person that does not have a wristband showing they are of legal age. Beer or wine will not be permitted to be sold inside establishments and then brought outside. Inside sales must remain inside each bar. Each beer vendor must have a valid South Dakota Sales Tax License, a Certificate of Liability from your insurance company naming The SDBA and DFN as additionally insured, and a valid South Dakota Department of Health Food Service License and Inspection. Please include those with your application.

You are also required to haul out the garbage you generate (not the public trash cans) – bring your own trash cans and bags. Do not fill the trash cans on the street and do not dump the trash in the dumpsters belonging to retailers in the alleys.

- **Retail/Entertainment Vendors** - \$300.00 fee for a single space for all 13 weeks. Each additional 10' in length is an additional \$150.00. Electrical is available for an additional \$50 fee for the season. Electrical access is very limited, and will be approved on a first come, first serve basis. You must supply your own table (and extension cords if buying electrical connection). Each retail vendor must have a valid South Dakota Sales Tax License, and a Certificate of Liability from your insurance company naming The SDBA and DFN as additionally insured. You are also required to haul out your garbage – bring your own trash cans and bags. Do not fill the trash cans on the street and do not dump the trash in the dumpsters in the alleys.
- **Non-Profit Non-Food Vendors** - \$200 fee for a single space for all 13 weeks. If you need more than one space, additional spaces are \$100.00 for each 10x10 space required. Electrical is available for an additional \$50 fee for the season. Electrical access is very limited, and will be approved on a first come, first serve basis. You must supply your own table (and extension cords if buying electrical connection). Each non-profit vendor must have a valid South Dakota Sales Tax License (if you are selling anything), and a Certificate of Liability from your insurance company naming The SDBA and DFN as additionally insured. You are also required to haul out your garbage – bring your own trash cans and bags. Do not fill the trash cans on the street and do not dump the trash in the dumpsters in the alleys.

Downtown Friday Nights Terms and Conditions:

- If you sign up for the Annual Fee, weekly attendance is **REQUIRED**. If you do not show up for your assigned space, you may be subject to re-location of your reserved space. Once you have missed your 3rd week, you relinquish your space and must re-apply for a new space. No refunds will be given.
- If you cannot commit to the entire season, booth space for individual weeks will be available, and electricity is not available for weekly rentals. Since we are limiting the amount of food and beer vendors, there is not a weekly food or beer vendor rate.
- No Refunds / No Rain Dates
- We reserve the right to limit the number of Retail Vendors and also reserve the right to limit duplication of the number of vendors in a particular category. DFN Coordinators may choose to deny a vendor based on appropriateness of products.
- Again, All Vendors selling merchandise are required to have a valid South Dakota Sales Tax License and Liability Insurance is required. A certificate of liability from your insurance company naming DFN and the SDBA as indemnified will have to be turned in before you attend any event. Food vendors must have a Department of Health Food Service License and recent inspection.
- Setup begins at 4:00 pm each Friday night, and tables or tents are not provided. The vendors are advertised as open from 5:30 to 9:00, and the music from 6:30 pm to 9 pm. If you are set up by 5:30 you can start serving/selling.
- Please allow the food vendors to set up first due to their larger footprint. Once the food vendors have come in, retail vendors can then move in.
- Food vendors, please be there and ready to set up by 4:30. Do **NOT** park in the middle of the 100 blocks (East or West) of Hudson Street while you wait – please wait one block further East or West, or wait on the 400 block (or further South) of Main Street parked next to the curb.
- We may have larger retail vendors this year (camper's, boats, etc.) so be aware the vendor layout *may* be different this year.
- Bringing your vehicle in for early tear down is **NOT ALLOWED**. Bring enough of your product and help to be able to stay until 9 pm when booth tear down begins. If you do need to leave early, you must hand carry your items out of the vendor area. We anticipate much larger crowds and vehicles will not be allowed into the barricaded area until the music has completed for the evening. Any vendor bringing a vehicle into the barricaded area will not be allowed to return and they will forfeit their vendor fee. The safety of our patrons should be the concern of vendors and organizers alike, so your cooperation is mandatory.
- If your booth is also a vehicle, you will be put on the outer edge of the vendor area. We will be doing everything we can to ensure an aesthetically pleasing look to the vendor area.
- Vendors will **NOT** expand out of their assigned area. Vendors repeatedly taking more space than they are allotted will not be allowed to return and will forfeit their vendor fee.
- Vendors will abide by the predetermined layout, and requests for different placement will **NOT** be accommodated after the map is set and the event has started. Please do not sign up if you are not willing to work with the vendor layout.
- **ALL** non-beer vendors will be required to stay off the 600 block of Main Street. The only booths allowed on the 600 block will be those belonging to the event's sponsors.
- Participants are responsible for the set-up and clean-up of their booths. Participants cannot impair other booths (i.e. sign or display blockage). Vendors will not be allowed to move booth locations once a booth has been assigned. No exceptions. This is a summer event held in the streets and direct sun. Plan accordingly. We **WILL NOT** have vendors moving to the sidewalks or against the curbs and impeding walking traffic.
- No pets are allowed at Downtown Friday Nights. Leave your animals at home.
- Vendors keep all profits from their booths. No other royalties or percentage fees are charged other than booth rental.
- Returned Checks will incur an additional \$40 NSF Check Fee.

- Signature of acceptance to these terms and conditions is required on the vendor information page.

Downtown Friday Nights - Vendor Information

Contact Name _____

Business Name _____

Mailing Address _____

City _____ State _____ ZIP Code _____

Telephone: Home _____ Mobile _____

E-mail _____

I have read & agree to the DFN Terms & Conditions: Sign Here: _____

What are you selling? Please describe of the product(s). If it is food, list each item that you plan to sell.

Booth requests/accommodation needs? (Near another vendor, etc?). Changes will not be made the day of the event.

Vendor Fees:

Food Booth Space 20'x10'	\$600 x _____ = \$ _____	Retail Booth Space 10'x10'	\$300 x _____ = \$ _____
Additional 10' Food Space	\$300 x _____ = \$ _____	Additional 10' Retail Space	\$150 x _____ = \$ _____
Beer Vendor Space 20'x10'	\$600 x _____ = \$ _____	Non-Profit Vendor 10'x10'	\$200 x _____ = \$ _____
Electrical for Food and Beer Vendors is included		Additional 10' Non-profit Space	\$100 x _____ = \$ _____
Power required: _____ amps (max 30 amps)		Electrical for Retail/Non Profits	\$50 x _____ = \$ _____

Weekly Fees - Form needed for each week desired:

Retail Booth Space 10'x10'	\$100 x _____ = \$ _____	Non-Profit Vendor 10'x10'	\$50 x _____ = \$ _____
Additional 10' Retail Space	\$50 x _____ = \$ _____	Additional 10' Non-profit Space	\$25 x _____ = \$ _____

I have included a check or credit card number for the above items for the 2018 Downtown Friday Nights. I have read and understand the terms and conditions of the event. Your payment will not be processed until you have been awarded a spot.

Please make checks payable to:

Downtown Friday Nights or SDBA (Spearfish Downtown Business Association)

Total Enclosed = \$ _____

Credit Card # _____ Exp _____ / _____ CVV _____ Billing Zip _____

Vendor Signature: _____

I agree to the above charges

**all credit cards will have a 3.5% service charge added*

Mail completed form and check or money order to:

**SDBA - DFN Booth Rental
810 N Main St #199 - Spearfish, SD 57783**

For further information, or questions:

**Nathan Hoogshagen: 605-644-6585 (c)
spearfishdba@gmail.com**