



**August 24th – 28th, 2022**

Thank you for your interest in becoming a vendor at the Corn Palace Festival. Enclosed you will find our general vendor information and an application for you to submit to become a vendor at our festival.

### **Returning Vendors**

Returning vendors have until March 15<sup>th</sup> , to submit their applications and payment. **Full payment is required with this application along with a copy of your insurance coverage to ensure your spot in the 2022 Corn Palace Festival. After April 1<sup>st</sup>, 2022 all other vendors will be considered.**

*We do limit vending of similar items, so submit your application quickly **along with your menu or list of items selling or presenting to the public.***

Return to: Corn Palace Festival, 612 North Main Street, Mitchell SD 57301 (keep a copy of this application for your records).

***Please watch these dates as we always have new vendors already wanting to come in and we will need to let them know if there is room or not and don't want to give away your spot.***

No exhibitor/concessionaire will be allowed to set up unless the space to be occupied has been paid in full. If you would like to pay by credit card, please contact the office at 605-995-8430.

Returning vendors are given the first opportunity to return to our festival and retain their spot from previous year if all the guidelines are met.

**\*\*\*No checks for payment after July 1st will be accepted. Only Cash, Visa, MasterCard or Discover\*\*\***

### **New Vendors**

New vendors must submit an application and upon selection for the festival, full payment and proof of insurance will be due within two weeks of your approval. **Also with your application please include a list of your menu or list of items selling or presenting to the public.**

Returning vendors are given the first opportunity to return to our festival and retain their spot from previous year.

No exhibitor/concessionaire will be allowed to set up unless the space to be occupied has been paid in full. If you would like to pay by credit card, please contact the office at 605-995-8430.

**Updated February 14, 2022**

**\*\*\*No checks for payment will be accepted. Only cash, Visa, MasterCard or Discover\*\*\***

By returning this application and payment you are agreeing to the rules and guidelines as stated in the information below for the Corn Palace Festival.

We look forward to working with you at our fair!

Mail, Email or Fax To: Corn Palace, 612 N. Main Street, Mitchell, SD 57301 or [dgreenway@cornpalace.com](mailto:dgreenway@cornpalace.com) or (fax) 605-995-8443. Any questions or concerns please call the Corn Palace Box Office at 605-995-8430.

### **Set Up/Tear Down**

The Corn Palace Festival dates and hours are as follows:

- Set-up will begin on Tuesday, August 23<sup>rd</sup> at 8:00 a.m.
- **Food vendors** must be in place by 1:00 pm on this day.
- **Specialty vendors** must be checked in by 4:00 p.m. this same day.
  - **PLEASE NOTE:** Specialty vendors with trailers should be in place by 1:00 p.m. on Tuesday.
- On Wednesday, vendors are expected to be open by 4:00pm
- Starting Thursday, vendors are asked to participate during the hours of 11:00 a.m. to 11:00 p.m.
- Tear down will be on Sunday at 6:00 pm. There will be a Sunday concert this year.

Upon arrival please check in at the Corn Palace Box Office

Stakes or pegs of any kind are **NOT** allowed to be driven into the blacktop. Sandbags work best to hold down tents, you are responsible to secure your tents and provide your own sandbags as needed.

### **Electrical and Water Information**

All outlets will be cord-connected. All cords must be of a good and heavy quality, capable of carrying the amperage needed for the specific appliance. Each major appliance, cooler, grill, deep fat fryer, etc. will need to have its own circuit. You must bring your own extension cords to reach the electrical panel. There will be no three-phase available. If any changes need to be made to adapt, an electrician will be available (at your expense).

**\*NOTE: All outlets are GFI protected.**

Each vendor can have access to one water direct hookup. The cost is \$40.00 for one connection and you are required to bring your own hose and back siphon connection compliant with South Dakota State Plumbing Code to connect to the spigot.

**Updated February 14, 2022**



## Vendor Information

### **Maintenance and Your Festival Obligations**

You are responsible for cleaning the tables and grounds under and surrounding your vending booth during the entire event. All concessionaires who are serving food are responsible for cleaning the picnic tables provided by the Corn Palace Festival. All concessionaires' garbage should be brought to designated dumpsters. Concessionaires cooking with grease are responsible for proper disposal of the grease in the grease bin provided. **Absolutely no grease or waste should be dumped onto the ground or Storm Sewer.** Beginning Wednesday, all deliveries must be made before 10:00 a.m., no vehicles are allowed on Main Street after that time.

### **Licensing**

All food and beverage providers **MUST** be licensed and comply with state and local health regulations prior to the festival. The health inspector will visit each food and beverage vendor on Tuesday or Wednesday prior to opening. Contact the Health Department by August 1st if you have questions in regards to regulations for this event.

SD Department of Health  
Office of Health Protection  
445 E Capitol  
Pierre SD 57501  
Phone: 605-773-3364

### **Security**

The Corn Palace Festival is not responsible for the security or protection of the property and merchandise of exhibitors and concessionaires. Each exhibitor and concessionaire should take precautions to avoid theft or damage to such property.

### **Tax Information**

If a business does not have a South Dakota Sales Tax Number a representative from the Department will be in contact with you during the event to provide a special form to report sales from the event. Any questions regarding sales tax can be directed to:

South Dakota Department of Revenue  
417 N. Main St Ste.112  
Mitchell SD 57301  
Phone: 605-995-8080

### **Local and National Fire Codes**

Fire lanes identified along the midway shall remain open at all times for emergency apparatus. High-pressure cylinders, including LP Gas cylinders shall be fastened to prevent tipping. At least one 40-B:C rated fire extinguisher is required for all food vendors and where flammable or combustible liquids are used, stored or dispensed.

**Updated February 14, 2022**



## Vendor Information Continued

### **Plumbing Codes**

South Dakota State Plumbing Code requires all water connections to be protected against back-siphon and back-flow. **All wastewater must be disposed of in the sanitary sewer, NOT in the drain at the intersections along the curbs (storm sewer).** If you have any questions, please call:

Public Works Department  
City of Mitchell  
Phone: 605-995-8433

### **Insurance Requirements for All Vendors**

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

### **SAMPLES**

No persons promoting or providing samples outside their vendor spot are allowed.

### **AMPLIFIERS, LOUDSPEAKERS AND RECORDINGS**

No loudspeakers, amplifiers, radios, or other broadcasting devices are permitted at the Corn Palace Festival unless written permission is first obtained from the manager. Approved loudspeakers must be kept at a reasonable volume that does not disturb normal business transactions in adjoining exhibits or the general public. The manager reserves the right to revoke loudspeaker permission, if the provisions of the rule are not observed.



## Vendor Information Continued

### **SANITATION/CLEAN UP**

All exhibitor/concessionaires must keep their space and/or booth plus the area immediately surrounding their space and/or booth in a clean and sanitary condition at all times by removing any filth and refuse in centralized dump locations as specified by the Corn Palace Management. Vendors in the Food Court area will be required to assist in keeping the outside area free of garbage.

### **GREASE DISPOSAL**

All Concessionaires who are cooking with grease are responsible for proper disposal of the grease in grease disposal units. Inquire at the Box Office as to the location of grease disposal units. **IN NO CASE SHOULD GREASE BE EMPTIED INTO THE STORM OR SANITARY SEWERS OR ONTO THE GROUND. ANY VENDOR ATTEMPTING TO EMPTY GREASE IN ANY STORM OR SANITARY SEWER WILL FORFEIT ALL FEES PAID AND WILL BE ORDERED TO LEAVE THE GROUNDS. A hold on the vendor application will be applied to the next festival.**

### **WATER – WASTEWATER - GARBAGE**

1. Water used in the stand must be obtained from an approved source. All water hook ups must use a siphoned valve.
2. Water must be disposed of in a sanitary sewer system.
3. Garbage and rubbish shall be stored in leak proof, nonabsorbent containers, which shall be kept covered with tight fitting lids. Garbage containers must be provided for customer use

## Vendor Information

**Business Name:** \_\_\_\_\_

**Contact Person:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Email:** \_\_\_\_\_

**Telephone #:** \_\_\_\_\_ **Cell #:** \_\_\_\_\_

## Space Requirements

Spaces are available in the following:

**Food Vendors** - 25 x 17-foot space for \$420.00

Number of spaces \_\_\_\_\_ @ \$420.00 per space \$ \_\_\_\_\_

**Specialty Vendors** - 15 x 17-foot space for 265.00

Number of spaces \_\_\_\_\_ @ \$265.00 per space \$ \_\_\_\_\_

**Additional space** - sold in 10-foot increments for \$130.00

Number of Extra spaces \_\_\_\_\_ @ \$130.00 per space \$ \_\_\_\_\_

## Electrical Requirements

(Please plan for your maximum load)

**110**

Number of circuits needed \_\_\_\_\_ @ \$60.00 per circuit \$ \_\_\_\_\_

**30 amp 220**

Number of circuits needed \_\_\_\_\_ @ \$80.00 per circuit \$ \_\_\_\_\_

**50 amp 220**

Number of circuits needed \_\_\_\_\_ @ \$100.00 per circuit \$ \_\_\_\_\_

## Water Requirements

Do you need a water hookup?

Number of Water Hookups \_\_\_\_\_ @ \$40.00 per circuit \$ \_\_\_\_\_

**TOTAL** \$ \_\_\_\_\_

(\*\*Please note there will be no refunds given\*\*)

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

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