



Scare in the Square Vendor Application

- **Type of Vendor Eligible:** Organizations that provide a free kids' activity or handout
- **Date & Time of Event:** Saturday, October 28th, 2017 from 1pm to 3 pm
- **Booth Fee:** \$35.00 Standard/ \$70.00 Double (tax included)
- **Deadline for Application:** Friday, October 6th, 2017

Business Name: _____ Sales Tax ID # _____

Contact Name: _____ Phone # _____

Address: _____ City, State, Zip: _____

Email: _____ Website: _____

Do you need any MSS Equipment Rentals? *Please return form* Yes _____ No _____

Type of Booth: Trailer Tent Tables Vending Truck Other _____

Vending Space Requested (*please circle*): 10' x 10'(Standard) 10' x 20'(Double)

Need Electricity? Yes _____ No _____

*Power available on first come first serve basis

Description of Booth: What Kids' activity will you facilitate, free of charge? Keep in mind the more fun your activity, the more successful your booth will be! Activity must be listed on application & will be approved on a first come first serve basis.

Please list Merchandise to be Sold:

Documentation Applicants must submit the following documentation with application:

1. Equipment Rental Form (if applicable)
2. Photocopy of your SD Sales Tax License– *Special Event Sales Tax forms will be distributed at the event for you to use to report earnings if you do not have a SD Sales Tax License.*

Your signature indicates you have read and understand this Application and Vendor Rules & Regulations provided by Main Street Square. Your signature indicates that you agree to abide by the rules.

I, the undersigned, as an authorized person, officer or director of the participant herein named, do hereby agree release, hold harmless and indemnify the Main Street Square, its visitors, officers, directors, employees, sponsors, the City of Rapid City and all affiliates from any financial loss that may occur as a result of or relating to vending in Main Street Square.

Print Name: _____

Signature: _____ Date: _____

Please see the attached page for Vendor Rules and Regulations.

Vendor Rules & Regulations

Please keep for your records.

1. Submission of application does not secure acceptance to the event. Vendors must fit within the eligibility requirements of the event and be accepted by the planning committee.
2. Booth locations will be determined in advance of the event by MSS staff. The staff will try to accommodate requests but this is not guaranteed.
3. Event fees will be due by the date listed on the contract, or approximately 3 weeks prior to the event date.
Checks can be made out to: Main Street Square
4. Unpaid booths will not be added to the event layout; failure to submit on time payment may result in exclusion from event.
5. All vendor booth fees are non-refundable, including in the case of severe weather.
6. Electricity is available upon request only. Vendors are responsible to bring their own extension cord(s). Main Street Square recommends bringing at least 100 feet.
7. All products and/or services offered for sale must be the same products and/or services approved during the application process. Changes to product offerings and booth size/power are subject to MSS approval.
8. An email will be sent prior to the event with an event map, set up time, and load in/out logistics.
9. Bring enough product to last the entire duration of the event. **Early tear down is not allowed.**
10. MSS encourages insurance and failure to possess policy is at the risk of the vendor. Vendors deemed high risk may be required to provide Main Street Square with a copy of their current liability insurance.
11. All vendors agree to indemnify, defend, and hold Main Street Square and its affiliates harmless against any third party claims arising from the event, excluding any negligence on the part of MSS staff.
12. Main Street Square assumes no liability with respect to any property, of any kind, placed upon the premises by the vendor.
13. Main Street Square or any event sponsors are not responsible for accidents or stolen items.
14. Unruly behavior (including but not limited to intoxication, verbal abuse or threatening behaviors) will not be tolerated and are cause for immediate removal from the grounds.
15. The vendor shall be responsible for removing all displays, advertising materials and the like erected or placed on the premises at the end of the event.
16. Any violation of these rules may result in the vendor having to immediately vacate the premises.
17. Main Street Square reserves the right to consider past performance and compliance with the rules and regulations during the vendor selection process.

Vendor Booth Specifications

1. An assigned single booth space measures 10'x 10'. You may reserve more than one space.
2. **Vendors must provide their own tables and chairs and 10'x10' tent if desired.** Rental of these items are available through Main Street Square while supplies last.
3. Booth space includes display and storage, which cannot extend beyond assigned space.
4. Vendors must adhere to State of South Dakota sales tax guidelines and submit a SD Sales Tax License to MSS. Special Event Sales Tax forms from the Department of Revenue will be distributed during event.
5. Vendors are responsible for the cleanliness, safety, insurance and security of his/her property.
6. The sale of counterfeit or bootlegged merchandise is prohibited and subject to confiscation.
7. Loud amplified music, or other sounds, contraband, and dangerous objects are prohibited.

Additional Rules & Regulations for Food Vendors

1. Food Vendors must provide Main Street Square with a copy of their current liability insurance **with Main Street Square listed as additional insured.**
2. Absolutely no alcoholic beverage sales are allowed.
3. Food vendors must complete required South Dakota state Health Department Application and abide by all City, County, State and event regulations and standards. For more information and an application call: (605) 773-4945.
4. Food vendors agree to maintain a clean, attractive and safe booth area.
5. All beverages sold must be Coca-Cola brand products.

FOR MORE INFORMATION, PLEASE CONTACT:

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