

2024 Teapot Days - FOOD VENDOR Application

Saturday, June 15 - 10:00 am to 10:00 pm

Option of Friday June 14, 5:00 pm to 9:00 pm

Tea City Park - 105 E. Brian St.

Location - Tea City Park, 105 E. Brian St. Tea, SD 57064

Teapot Days is held outdoors at the Tea City Park, 105 E. Brian St. located on the corner of Main Ave. and Brian St. in Tea, SD. The carnival will be located on Brian St. next to the park.

MAIN Event Hours - 10 am to 10 pm Saturday June 15 Option to be open 5:00 pm to 9:00 pm Friday June 14

The event for food vendors is opened to the public from 10 am to 10 pm on Saturday, June 15. If you are not setting up Friday, food vendors need to be set up in the park and vehicles out of the park Saturday by 9:30 am.

You may NOT tear down your booth or leave before 10:00 pm even if you are sold out or having a slow day. If you happen to run out of food, you are able to close but must stay in the park until 10:00 pm. We do not want to disrupt any other vendors during selling hours. Vendors who leave early will jeopardize their application for next year.

Vendor check-in will be on Saturday, June 15 from 7:15-8:30 am at the park shelter. **If you would like to check in on Friday, June 14, you must contact City Hall by June 10 to schedule a specific time.**

OPTION EVENT HOURS—FRIDAY JUNE 14, 5:00 PM TO 9:00 PM

We are giving the option of being open on Friday evening from 5:00 PM to 9:00 PM. The generator will be available during setup/serving hours, however, under no circumstances will the generator be available overnight. We discovered last year, that the generator requires large loads of power. By having it on overnight it was just idling and therefore it was put into "limp/shutdown mode" and this can only be corrected by taking it into the shop. You're options are to plug into the 110V outlets or bring your own generator to use overnight only.

Booth Space -

Booth fee is \$250.00 for Saturday and \$350.00 for Friday and Saturday (electricity is included). You are responsible for your own set up, display and signage. You must be very specific on your application and letting us know how much space is needed. **Pictures of your trailer/vending setup must be included.** Also a drawing or photo of your trailer attached to your truck with your vending window labeled. This is to show us the best way for you to pull into your vendor space. **Even if you participated last year and your set up is the same, we still need this information submitted with your application.**

You will be notified via email if your application has been accepted or not. If not accepted, your application and payment will be returned to you. **The City of Tea reserves the right to reject any application.**

Products

You must provide a complete list of products to be sold. We will be limiting the number of food vendors accepted and what products are sold.

Electricity (Please read this section in detail.)

If you require electricity, you must indicate this on the application. Indicate your electricity needs in detail, for example: 1 regular outlet, 3 regular outlets, 220V, 30 AMP, length of 220 cord, etc. You must bring at least a 125-foot, heavy duty electric cord, we do NOT provide any extension cords. **We will NOT provide an electrician to hard wire any electricity into the generators or provide any special adaptors.** You must be able to connect to our equipment yourself and adapt to our outlets.

WE ARE ONLY ABLE TO PROVIDE A LIMITED NUMBER OF 220 HOOK UPS. If you do require a 220 hook up, you must provide a clear picture of your electrical adaptor to ensure it is compatible with our generator. The day of the event, if you are unable to adapt to our electric hook ups or require too many amps and trip the breakers, we will not be able to provide you with power. We are not liable and no refunds will be given. **Please make sure you have a lengthy 220 cord. If you have any questions, please contact City Hall.** OFF-SITE GENERATORS WILL NOT BE ALLOWED DUE TO THE LOUD NOISE THEY PRODUCE. **The generator will be available until 11:00 pm Saturday night. Please have everything done that requires the generator by 11:00. It is a long day for us and the maintenance department can not leave until the generator has been shut down and secured.**

Application Deadline May 14, 2024 - Payment Must Be Included

All applications must be received by **May 14, 2024** and include the fee, a copy of your SD sales tax license and photo of your setup. Please make checks payable to City of Tea. Applications can be mailed, emailed or dropped off at Tea City Hall, PO Box 128, 600 E. 1st St., Tea, SD 57064. More detailed information will be emailed to you the week of Teapot Days.

It is in your best interest to apply early, food vendor spaces do fill up. We do regulate the number and type of food vendors.

All information for Teapot Days can be found at www.teasd.com. For other questions please contact

Tea City Hall • PO Box 128 • 600 E. 1st St. • Tea, SD 57064 • Phone 605-498-5193 • Email teapotday@gmail.com

2024 TEAPOT DAYS FOOD VENDOR APPLICATION

Saturday, June 15 - 10:00 am to 10:00 pm

Option—Friday June 14 - 5:00 pm to 9:00 pm

Tea City Park

Application must be filled out in full. Partial applications will not be accepted.

Event hours are subject to change due to weather, event schedule or any other unforeseen happening. Vendors will be notified of any changes. No refunds will be given due to inclement weather or no shows. **The deadline to request a refund is May 14, 2024.**

Business Name: _____

Contact Person(s): _____

Mailing Address: _____ City, State, Zip: _____

Cell Phone: _____ Email: _____

*It is very important to provide an email address, this is our main way of communicating with you.

Total Booth Size Needed* (dimensions) (W) _____ ft x (L) _____ f

*If applicable, please include trailer hitch in length.

What does your set up include? Please mark all that apply.

- Canopy Tent – Size: _____
- Trailer/Truck used to sell out of – Size: _____
- Trailer used for storage located at your booth area – Size: _____

Can you be placed within a grassy area, not on pavement? Yes No

Does your trailer have windows to sell from on both sides? Yes No

If no, you must provide a sketch of your trailer hooked up to your truck with the vending window labeled so we know which way is the best for you to pull into the parking lot and set up.

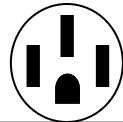
Does your booth require electricity?

- Yes (and I will bring multiple 125 ft heavy duty extension cords)
 - _____ 110 volt 20 amp regular outlets. # of outlets needed: _____
 - _____ 220 volt (limited 220 hook ups available). # of amps: _____

***Length of 220 cord: _____**

No

220 hook ups
will look
like this.



Please list any special requests. We will do our best to fulfill requests but cannot guarantee it.

Include the following - If all information is not included, application will be rejected.

- Mail Application by **May 14, 2024** to **City of Tea – PO Box 128 – Tea, SD 57064**
- \$250 Booth Fee (Saturday) - Make checks payable to City of Tea
- \$350 Booth Fee (Friday & Saturday)
- Picture of electrical adaptor if needing a 220 hook up
- Picture of trailer or vending equipment
- Sketch or picture of trailer attached to truck with vending window labeled, length and width of vending trailer also labeled
- Copy of South Dakota Sales Tax License
- Pay with MasterCard, Visa or Discover (below)
- Electricity Fee is included with the booth fee

FRIDAY VENDORS

I acknowledge there will be no 220 hookups overnight, Friday June 14.

All applicants must sign:

If a representative of the City of Tea determines that a product or service in my booth is unacceptable, I will stop selling or producing it or risk being ejected from the event, with out a refund. **I understand the City of Tea reserves the right to reject any application.**

The City of Tea is not liable for refunds for events out of the City's control including, but not limited to, fire, rain or other calamity that causes the unusable condition of the area.

I have read the application and by signing below I agree that all my staff and/or volunteers for my booth will abide by the rules and regulations set by the City of Tea; I agree to be open during the scheduled hours of the event; I understand that the City of Tea employees and volunteers are not responsible for any loss or damage to or theft of my property incurred before, during or as a result of Teapot Day or for injury to me sustained as a result of my participation in Teapot Day.

I also agree to assume entire responsibility and liability for damages or injuries to all persons or property resulting from or connected with my products or my participation in Teapot Day, and I agree to hold harmless and indemnify the City of Tea from these claims or actions which a person may have against me or the City of Tea, including attorneys' fees and costs incurred as a result of sch clam or action.

City Use Only

Date Received: _____

Payment Amount _____

Check#/Cash/CC _____

Signature _____

Date _____

Pay with MasterCard - Visa - Discover

Name on Card: _____

Card Number: _____

Exp. Date ____/____/____ CSC #: _____ Total Amount to be charged: \$ _____