

# Teapot Days NON-FOOD Vendor Application

## Saturday, June 15, 2024 ONLY - 10:00 am to 4:00 pm - Tea, SD

### Tea City Park - 105 E. Brian St.

Vendor applications are accepted on a first come, first serve basis. Event hours are subject to change due to weather, event schedule or any other unforeseen happenings. 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 June 1, 2024

Non-Food Vendors include arts, crafts, businesses, independent sales consultants (Pampered Chef, Mary Kay, etc.), etc.

#### Location - Tea City Park at 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 St. and Brian St. in Tea, SD. The carnival and many other events will take place in the park or next to the park to attract more business for the vendors.

#### Event Hours 10:00 am to 4:00 pm

The event for non-food vendors is opened to the public from 10:00 am to 4:00 pm on Saturday, June 15 only. Vendor check-in will be from 7:15-9:00 am at the City Park on Saturday, June 17. Be sure to arrive early enough to have the proper amount of time to unload and setup.

Please be prepared for rain to protect your products.

You may NOT tear down your booth or leave before 4:00 pm even if you are sold out or having a slow day. Vendors who leave early will jeopardize their application for next year. Entertainment and the carnival will be taking place later in the evening which increases traffic within the park. If you choose to, you may stay open later in the evening. If so, please note this on your application.

#### Booth Space 10x10 - Booth Fee \$50.00 - Acceptance

The cost for a 10 x 10 space is \$50.00. You are responsible for your own set up materials, display, and signage. If more space is needed you must note this on your application. Only one sales consultant from a company is able to attend Teapot Days. For example: one Pampered Chef representative, Thirty One, Mary Kay, etc. Please contact Tea City Hall to verify if a specific consultant has already been accepted. You will be notified via email if your application has been accepted or not. If you are not accepted, your application and payment will be returned to you. ***The City of Tea reserves the right to reject any application.***

#### Vendor Parking

There will not be a specific vendor parking area. If possible, please keep the number of vehicles per vendor to a minimum.

#### Electricity - \$25.00 Fee

If you require electricity, you need to indicate this on your application. Please indicate your electricity needs in detail, for example: 1 regular outlet, 3 regular outlets, etc. We only provide 110 volt, 20 amp outlets. Electricity is an additional \$25 and will be limited (you must bring at least a 125-foot, heavy duty electric cord-we do NOT provide any extension cords). Please bring extra extension cords; typically it is faulty cords that cause problems. Please do not plan on hooking several items into one power strip and to one extension cord. Depending on the items, these may need to be broken out into several outlets. No off-site generators from non-food vendors will be allowed in the park; to receive electricity, our generator provided must be used.

#### Driving Vehicles in the Park

Vendors are allowed to drive their vehicles into the park to load and unload items only. Vendors cannot block the bike path when loading or unloading due to other vehicles needing to get thru. **Please unload your items and remove your vehicle BEFORE you set up your booth.** If excess rain occurs the week before, the day before or the day of the event, vehicles are not allowed within the park; vehicles and trailers will tear up the grass. If this does happen, we will provide additional utility golf carts to load and unload items. This will take a little more time due to the number of vendors compared to the carts we provide, please be patient. If vehicles are allowed in the park, all vehicles and trailers **MUST BE REMOVED BY 9:30 am.** If you need your trailer or vehicle kept within the park, it must be pre-approved by City Hall and noted on your application. Please remember when driving through the park to drive slowly and cautiously. Normally vehicles are not driven within the park so spectators are not watching for cars. You will be notified via email the week of Teapot Days if vehicles will not be allowed in the park.

#### Application Deadline June 1, 2024 - Payment Must Be Included

All applications must be received by June 1<sup>st</sup>, 2024 and include the booth fee and a copy of your SD sales tax license. 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. 1<sup>st</sup> St., Tea, SD 57064. More detailed information will be emailed to you once updated and the week of Teapot Days.

All information for Teapot Days can be found at [www.teasd.com](http://www.teasd.com).

# TEAPOT DAYS **NON-FOOD** VENDOR APPLICATION

**Saturday, June 15, 2024 Only - 10:00 am to 4:00 pm - Tea City Park**  
**Application must be filled out in full. Partial applications will not be accepted.**

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.*

Please Provide or Attach a Detailed List of Products to be Sold:

\_\_\_\_\_  
\_\_\_\_\_

## Standard Booth Size: 10 x 10

**More Space Required? Total Booth Size Needed (dimensions) (W)** \_\_\_\_\_ ft x **(L)** \_\_\_\_\_ ft  
(Depth) (Front of Booth)

What does your set up include?

- Canopy Tent - Size: \_\_\_\_\_
- Other: \_\_\_\_\_
- I use a trailer to load/unload from or have extremely large/heavy items & need to be placed closer to the entrance.  
Additional Details: \_\_\_\_\_

**Does your booth require electricity?** Fee of \$25.00

- Yes (and I will bring multiple 125 ft heavy duty extension cords and pay the \$25 electricity fee)  No  
\_\_\_\_\_ # of 110 volt 20 amp regular outlets needed

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

\_\_\_\_\_  
\_\_\_\_\_

**Include the following:** (Separate checks are NOT needed for booth fee and electricity.)

*If all information is not included, application will be rejected.*

- Mail Application by **June 1<sup>st</sup>, 2024** to **City of Tea - PO Box 128, Tea, SD 57064** or drop off at 600 E. 1st St. - Tea.
- \$50 Booth Fee - Make checks payable to City of Tea  \$25 Electricity Fee (if needed)
- Copy of South Dakota Sales Tax License  Pay with MasterCard, Visa or Discover (below)

(If you are a consultant for a business like Mary Kay, Thirty-One, etc and the company pays your sales tax, a tax license does not need to be submitted.)

- I acknowledge and agree that I will unload and remove my vehicle before setting up my booth**

## 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 theses 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 \_\_\_\_ / \_\_\_\_ CSV #: \_\_\_\_\_ Total Amount to be charged: \$ \_\_\_\_\_