



**Harrisburg Chamber of Commerce Business Expo & Craft Fair Booth
Lease Contract for Harrisburg Days
Saturday, June 8, 2019 ONLY – 12:00pm to 3:45pm – Harrisburg, SD**

Business Name: _____ Contact Person: _____

Mailing Address: _____ City, State, Zip: _____

Phone Numbers: (W) _____ (C) _____ Tax ID # _____

Email: _____ Facebook/Website: _____

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

Standard Booth Size: 10 x 10 (more booth space is available for an additional fee)

What does your set up include? Tent/Canopy Table(s)--Qty _____ Walls/Backdrop

Do you require electricity? NO YES (\$25 fee and must provide own heavy-duty extension cords)

Will you need additional parking for a trailer? NO YES

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

Include the following: (Application must be filled out in full; partial applications will be rejected)

Applications must be received by May 24th, 2019, to Chamber of Commerce, PO Box 384, Harrisburg, SD 57032

Bronze member booth rental fee: \$25; non-member: \$50 (FREE for GOLD/SILVER chamber members)

\$25 Electricity Fee (if needed—Bronze and non-members)

Copy of South Dakota Sales Tax License

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

All applicants must sign:

All staff and volunteers for my booth will understand and obey the rules set by the Chamber of Commerce and the City of Harrisburg for Harrisburg Days. If a staff member 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.

I understand the Chamber of Commerce and the City of Harrisburg for Harrisburg Days staff reserves the right to reject any application.

The Chamber of Commerce and the City of Harrisburg for Harrisburg Days does not assume responsibility for any thefts, damages, or injuries relating to the festival. I have read and understand the above information. Also, by signing below agree to be open during the scheduled hours of the festival. Opening late or closing early will jeopardize my application for next year.

Special Note: Festival 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. Refunds can be requested, but must be done, prior to May 1st, 2019.

Signature: _____

Date: _____

Harrisburg Chamber of Commerce Business Expo & Craft Fair Vendor Application

Saturday, June 8, 2019 ONLY – 12:00pm to 3:45pm – Harrisburg, SD

Harrisburg Central Park – 200 E. Willow Street

Please review all details. All information is subject to change.

SPECIAL NOTE – All vendor applications are accepted on a first come, first service basis and are released to all vendors at the same time.

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

Location – Harrisburg Central Park, 200 E. Willow Street, Harrisburg, SD 57032

Harrisburg Days is held outdoors at the Harrisburg Central Park location, north and west of Liberty Elementary School in Harrisburg, SD. The midway/entrance is at the intersection of E. Willow Street and Columbia Street.

Event Hours: 11:00am-3:00pm

The festival for non-food vendors is opened to the public from 12:00pm to 3:45pm on Saturday, June 8th, ONLY. Vendor check-in will be from 11:00am to 12pm on Saturday, June 8th. 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 3:30pm even if you are sold out or having a slow day. Vendors who leave early will jeopardize their application for next year. There is another event occurring in the Expo space immediately after, so please tear down in a timely fashion.

Booth Space 10x10 – Booth Fee \$50.00 (non-member), \$25.00 (Bronze member) – Acceptance

The cost for a 10x10 space is \$50.00 for non Chamber members and \$25 for Bronze members. If you are a 2019 GOLD or SILVER Harrisburg Chamber member, your booth is free. You are responsible for your own set up including materials, display and signage. If more space is needed you must note this on your application. Additional charges may apply. Only one sales consultant from a company is able to attend Harrisburg Days. For example: one Pampered Chef representative, one Thirty-One representative, one May Kay representative, etc. Please contact the Harrisburg Chamber of Commerce or check www.harrisburgsdchamber.com 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 Harrisburg Chamber of Commerce and Harrisburg Days staff reserves the right to reject any application.**

Vendor Parking

There will not be a specific vendor parking area, however, all vendors may park in the east parking lot of Liberty Elementary School. 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-ft, heavy-duty electric cord; we DO NOT provide any extension cords). Please bring extra extension cords if needed; 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 any road area when loading or unloading due to other vehicles needing to get through. If excess rain occurs the week before, the day before or the day of the event, vehicle loading/unloading areas will be limited. All vehicles are allowed to park in the east lot of Liberty Elementary. If you need your trailer or vehicle kept within the park, near the booth, it must be pre-approved by the Harrisburg Days staff 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 Harrisburg Days of any change of plans for loading/unloading or parking.

Liability

The Harrisburg Chamber of Commerce, Harrisburg Days staff and the City of Harrisburg are not liable for refunds or any other liabilities whatsoever for your failure to fulfill the rules and regulations due to the unusable condition of the area in which the festival is to be held that is caused by, but not limited to, fire, rain, or other calamity, any act of God or nature, public enemy, strikes, statutes, ordinances of legal authority, or any cause beyond the Harrisburg Days staff or City of Harrisburg control. The Harrisburg Chamber of Commerce, Harrisburg Days staff and the City of Harrisburg has the right to accept or reject any application upon their discretion.

Application Deadline May 24, 2019 – Payment Must Be Included

All applications must be received by May 24, 2019 and include the booth fee, copy of SD sales tax license, and electricity fee (if applicable). Please make checks payable to Harrisburg Chamber of Commerce. Applications can be mailed, e-mailed, or dropped off at the Harrisburg Chamber of Commerce, PO Box 384, Harrisburg, SD 57032. More detailed information will be emailed to you once updated and the week of Harrisburg Days.