

## Vendor Application Instructions Spaces Sizes and Prices

Spirit of the West Festival is an outdoor event. You provide your own canopy or tent unless prior arrangements are made. Please review the space below and choose the one that best fits your needs. **Be sure to allow for all tie downs on tents and the tongue on trailers to be included in your space.** Example: Your tent is 10 ft x 10 ft but you need 4 ft each side for your stakes and tie downs. You should use a 20 ft x 20 ft space. **Vendors if you are using a trailer be sure to measure from the tip of the tongue to the tip of the bumper when figuring your vendor space Example your trailer is 25 ft long use a 30 ft x 20 ft space.**

**First time vendors, or a repeat vendor who has changed their booth, must supply a picture of their booth. These photos may be used for advertising purposes or used on our website.**

**No modern vehicles, except vendor trailers will be allowed to park in your vendor space. All other vehicles will be required to park in the vendor parking area. If you need to get more merchandise from your vehicle let us know and we will help you get it.**

### **Exhibitor Requirements: For Period Vendors only.**

- Wear Period Clothing
- Display in an Authentic period Tent, open air
- Sell items typical of the period
- Provide demonstration or period entertainment

**Modern Vendors wear and use modern equipment.**

#### **Booth Sizes:**

10 ft wide x 10 ft deep \$110.00  
20 ft wide x 20 ft deep \$155.00  
30 ft wide x 20 ft deep \$185.00  
40 ft wide x 20 ft deep \$215.00  
50 ft wide x 30 ft deep \$250.00

**other sizes available upon request**

**IF PAID IN FULL BY 08/01/10 YOU MAY DEDUCT 10% ON BOOTH FEE ONLY**

**If you have questions or need a special size vendor space please call Jeanne at 605-334-9202 or email at [sotw@spiritofthewestfestival.com](mailto:sotw@spiritofthewestfestival.com).**

**Thank You**

## **Banner Advertising in Arena and on Fence Rates**

If you would like to advertise your business in the arena or on the fence please send your banner no later than July 1<sup>st</sup>.

Size

Rate

3' x 10' Banner for Arena ( you provide Banner) \$75.00  
3' x 5' Banner for Arena (your provide Banner) \$50.00

## **Vendor Packets can be picked up when checking in at the Spirit of the West Festival.**

### **Vendor Setup Times:**

**10:00 Am – 5:00 pm on Wednesday Sept. 15<sup>th</sup>**

**9:00 am – 7:00 pm on Thursday Sept. 16<sup>th</sup>**

**NOTE:** There will not be anyone to check you in before or after the hours listed above unless you make prior arrangements. Once you check in you can take as long as you need to setup.

**Vendors must be set up when the gates open at 10:00 a.m. otherwise they must wait until after we close for the day.**

**If you wish to set up earlier please call Jeanne at 605-334-9202 or email at [sotw@spiritofthewestfestival.com](mailto:sotw@spiritofthewestfestival.com) to make special arrangements**

**Electrical Hook ups available after 1:00 pm on Thurs.  
September 16<sup>th</sup>**

## **Food Vendors**

Food Vendors must supply a copy of their menu. I will send you a Food vendors a South Dakota State Application for Temporary Foodservice Requirement Checklist and Application. If you already have a Foodservice permit issued by the State of South Dakota you will not need to file the application, but you must follow the Requirements Checklist.

**Application below**





# Spirit of the West Festival

## Vendor Application

**September 17, 18, 19, 2010 Held at Sioux Falls, SD**

**NOTE:** The Exhibitor's name as listed below will be used for ID and any bazaar directory

**Exhibitor:** \_\_\_\_\_  
**Street:** \_\_\_\_\_  
**City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip:** \_\_\_\_\_  
**Phone:** \_\_\_\_\_ **Email address:** \_\_\_\_\_  
**Contact person:** \_\_\_\_\_ **Title:** \_\_\_\_\_  
**Vendor Passes Required** \_\_\_\_\_ **Please include name for each pass**

**Your Sales Tax Number & State where issued** \_\_\_\_\_

**Please Send a certificate of Insurance listing Old West Look, Inc., DBA Spirit of the West Festival as Certificate Holder**

EXHIBIT FEE - (see size and rate above)		
Area Needed _____ft x _____ft.	TOTAL AMOUNT DUE \$	_____
Display Tables 30" x 8"		
\$20.00 each Qty _____	DISPLAY TABLES	\$ _____
Folding Chairs \$5.00 each Qty _____	FOLDING CHAIRS	\$ _____
Electricity	ELECTRICITY	\$ _____
See Electrical Order Form (below)		
Banner Advertisements (see rates above)	ADVERTISEMENT	\$ _____
<b>DEDUCT 10% OF BOOTH FEE ONLY IF PAID IN FULL BY 08/01/09</b>		<b>\$ _____</b>
	SUBTOTAL	\$ _____
	<b>AMOUNT REMITTED</b>	<b>\$ _____</b>

\*(Sales tax is included in all prices)

**CASHIER'S CHECK OR MONEY ORDER REQUIRED AFTER August 20<sup>th</sup>.**

Deposit and payment policy: This agreement must be signed by a duly authorized agent of the exhibitor and be accompanied by total payment for booths or tables. By executing this application and contract the exhibitor agrees to abide by all of the terms, conditions, rules and regulations hereof governing the Spirit of the West described heron. Such rules and regulations are hereby expressly incorporated herein by reference and agreed to by exhibitor. **A DETAILED DESCRIPTION AND A PHOTO OF YOUR MERCHANDISE MUST ACCOMPANY APPLICATION. Each vendor will be responsible for sales tax on items they sell.**

Authorized Signature: \_\_\_\_\_ Title: \_\_\_\_\_  
 Date: \_\_\_\_\_

**No Refunds after August 20<sup>th</sup>, however, YOU may resell your booth before September 10<sup>th</sup> with prior approval from us.**  
**For information call (605) 334-9202 Email: [sotw@spiritofthewestfestival.com](mailto:sotw@spiritofthewestfestival.com)**

SPIRIT OF THE WEST FESTIVAL  
 OLD WEST LOOK INC.  
 1100 SOUTHEASTERN AVENUE  
 SIOUX FALLS, SD 57103-2376

10/24/09

# SPIRIT OF THE WEST FESTIVAL



**Old West Look Inc.**  
**1100 S Southeastern Avenue**  
**Sioux Falls, SD 57103-2376**  
**(605) 334-9202**  
**E-Mail: sotw@spiritofthewestfestival.com**

## ELECTRICAL ORDER FORM

EVENT NAME Spirit of the West Festival EVENT DATE(S) Sept 17, 18, 19, 2010  
 FIRM NAME \_\_\_\_\_ BOOTH # \_\_\_\_\_  
 STREET \_\_\_\_\_ CONTACT PERSON \_\_\_\_\_  
 CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_ PHONE # \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_  
 AUTHORIZED SIGNATURE \_\_\_\_\_ DATE \_\_\_\_/\_\_\_\_/\_\_\_\_

**PLEASE READ THE REVERSE SIDE OF THIS FORM COMPLETELY BEFORE SIGNING .**

**PAYMENT NOTICE - "ADVANCE RATES" APPLY ONLY TO ORDERS PAID IN FULL AND RECIEVED BY OUR OFFICE NO LATER THAN 10 DAYS PRIOR TO THE FIRST SCHEDULED MOVE IN DAY. ALL OTHER ORDERS WILL BE CHARGED THE LATE RATE AND MUST BE PAID IN FULL BEFORE SERVICE IS HOOKED UP. NO EXCEPTIONS. MAIL THIS COMPLETED FORM, ALONG WITH YOUR PAYMENT TO:**

**MAIL FORM AND PAYMENT TO : SPIRIT OF THE WEST FESTIVAL  
 1100 S SOUTHEASTERN AVENUE  
 SIOUX FALLS, SD 57103-2376**

### STANDARD OUTLETS - 110 volt (one duplex outlet provided for each service ordered)

DESCRIPTION	QTY	ADVANCE	LATE RATE
20 amps (1840 watts)	_____	\$ 90.00	\$100.00

SUB TOTAL ..... \$ \_\_\_\_\_

### HEAVIER ELECTRICAL REQUIREMENTS

**208 VOLTS - single phase- single receptacle**

DESCRIPTION	QTY	ADVANCE	STANDARD
30 amps (4160 watts)	_____	\$125.00	\$135.00
50 amps (8320 watts)	_____	\$140.00	\$150.00

**208 VOLTS - three phase- single receptacle**

DESCRIPTION

SUB TOTAL.....\$ \_\_\_\_\_

### SPECIAL ELECTRICAL REQUIREMENTS (IF YOU HAVE ELECTRICAL REQUIREMENTS THAT ARE NOT LISTED ABOVE, PLEASE LIST THEM IN THE SPACE BELOW AND CALL JEANNE @605-334-9202 FOR A PRICE )

QTY	DESCRIPTION	ADVANCE	LATE RATE
_____	_____	\$ _____	\$ _____
_____	_____	\$ _____	\$ _____

SUB TOTAL ..... \$ \_\_\_\_\_

**ORDER TOTAL ..... \$ \_\_\_\_\_**

# **IMPORTANT INFORMATION - PLEASE READ**

## **CONDITIONS FOR PROCESSING THIS ELECTRICAL ORDER FORM**

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- a. **In order to qualify for ADVANCE RATES this form must meet the following conditions and must REACH OUR OFFICE no later than 10 DAYS PRIOR TO THE SCHEDULED SET UP DAY.**
- b. **This form must be FILLED OUT COMPLETELY (INCOMPLETE FORMS WILL BE RETURNED)**
- c. **Payment IN FULL must accompany this service order.**
- d. **The date this form is received IN OUR OFFICE will determine applicable rates.**
- e. **No electrical service will be installed until full payment is received or billing arrangements have been made.**

## **CONDITIONS AND REGULATIONS**

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1. **Electrical services are to be ordered by each exhibitor separately and are not to be shared with any other exhibitors.**
2. **The charge for electrical service is based on the maximum wattage in use at the time of inspection. Booths may be inspected at any time during the show for compliance. If more power is being used than was paid for, power may be disconnected until arrangements are made.**
3. **Electrical rates quoted on this form include bringing of electrical service to the booth in the most convenient manner and do not include connecting equipment or any special wiring. Any additional work will be billed out on a time and materials basis and must be paid for before the work is performed.**
4. **Under NO circumstances shall anyone but the "show approved electrician" make any special or direct wiring electrical connections. ONLY the "show electrician" shall be allowed to disconnect such special connections at the end of the show.**
5. **Electrical services, ordered in advance, are guaranteed to be energized prior to the opening of the show. All others are taken on a "first come , first served" basis. Show power may be turned off at the end of the show each day.**
6. **No credit or refunds will be given for electrical service ordered and not used unless we are notified, in writing, before the service is installed. There will be a \$ 10.00 service charge for returned payments.**
7. **All equipment, regardless of source of power, must comply with all federal, state and local safety codes.**
8. **All equipment must be properly tagged with complete information on type of current, voltage, phase, cycle, horsepower, etc.**
9. **All material and equipment furnished by MUTH ELECTRIC, INC. for this service shall remain the property of MUTH ELECTRIC, INC. and shall be removed ONLY by MUTH ELECTRIC, INC. at the close of the show.**
10. **All exhibitor cords must be of a 3 wire grounded type. All wiring supplied by exhibitors must comply with federal, state and local guidelines. Failure to comply may result in power to your space being disconnected.**
11. **MUTH ELECTRIC, INC. is not responsible for voltage fluctuations, electrical "noise" or power failures because of temporary conditions.**
12. **Power requirements crossing aisles or walkways will not be allowed unless approved by show management.**
13. **CLAIMS or DISAGREEMENTS will not be considered unless filed, in writing, prior to the closing of the show.**