

Hometown Thursday Nights

2018 Hometown Thursday Nights Vendor Application

Please complete all components of this form to apply for a booth at Hometown Thursday Nights (HTN) so that we may serve you as well as possible. This year's event runs EACH Thursday from June 7th to July 26th 2018.

- **Food Vendors**- Food Vendors will be limited to a total of 10 and you will have exclusivity on one item. (Popcorn, Pulled Pork, Burritos, Pizza, etc.) \$100.00 fee for a single space for all 8 weeks. Each food vendor must have a valid South Dakota Sales Tax License, a Certificate of Liability from your insurance company naming Hometown Thursday Nights as indemnified, and a valid South Dakota Department of Health Food Service License and Inspection. Please include those with your application. You are also required to haul out your garbage- Bring your own trash cans and bags. Electricity service available on the light poles on the street. Bring your own means of getting it plugged in i.e. ladder, stool. Bring your own drop cords.
- **Retail Vendors** are \$50.00 fee for a single space for all 8 weeks. Electrical space is limited so it will be a first come first serve basis. You must supply your own drop cords. Each retail vendor must have a valid South Dakota State Tax License, and a Certificate of Liability from your insurance company naming Hometown Thursday Nights as indemnified. You are also required to haul out your garbage- bring your own trash cans and bags.
- **Non-Profit Non-Food Vendors** are \$25.00 fee for a single space for all 8 weeks. Electrical is available upon request and will be a first come first serve basis. Please note if you need electrical and bring your own drop cord. Each non-profit vendor must have a valid South Dakota Sales Tax License, and a Certificate of Liability from your insurance company naming Hometown Thursday Nights as indemnified. You are also required to haul out your garbage- bring your own trash cans and bags.

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Hometown Thursday Nights Terms and Conditions:

- If you cannot commit to the entire season, booth space for individual weeks will be available for retail vendors, non-profit, and food vendors for \$20.00 per week, and electricity is not available for weekly rentals unless there are openings.
- No Refunds / No Rain Dates
- We reserve the right to limit the number of Retail Vendors and also reserve the right to limit duplications of the number of vendors in a particular category. HTN Coordinators may choose to deny a vendor based on appropriateness of products.
- Again, All Vendors selling merchandise are required to have a valid South Dakota Sales Tax License and Liability Insurance is required. A certificate of liability from your insurance company naming HTN as indemnified will have to be turned in before you attend any event. Food vendors must have a Department of Health Food Service License and recent inspection.
- **Setup begins at 5:00pm** each Thursday night and table or tents are not provided. The event will be advertised from 6pm to 9pm. If you are set up by 5:30 you can start serving/selling then.
- Bringing your vehicle in for early tear down is NOT ALLOWED. Bring enough of your product and help to be able to stay until 9pm when booth tear down begins. If you do need to leave early, you must hand carry your items out of the vendor area. We anticipate much larger crowds and vehicles will not be allowed into the barricaded area until the music has completed for the evening. Any vendor bringing a vehicle into the barricaded area will not be allowed to return and they will forfeit their vendor fee. The safety of our patrons should be the concern of vendors and organizer alike, so your cooperation is mandatory.
- If your booth is also a vehicle, you will be put on the outer edge of the vendor area. We will be doing everything we can to ensure an aesthetically pleasing look to the vendor area.
- Vendors will abide by the pre-determined layout, and requests for different placement will NOT be accommodated. Please do not sign up if you have any issues with the vendor layout.
- Participants are responsible for the set-up and clean-up of their booths. Participants cannot impair other booths (i.e. sign or display blockage). Vendors will not be allowed to move booth locations once a booth has been assigned. NO Exceptions. This is a summer event held in the streets and direct sun. Plan accordingly. We WILL NOT have vendors moving to the sidewalks and impeding walking traffic.
- Organizations NOT SELLING product and are NOT SEEKING DONATIONS and are just providing kids entertainment (face painters, games, etc..) will not incur any fee.
- No pets will be allowed at Hometown Thursday Nights. Leave your animal at home.
- Vendors keep all profits from their booths. No other royalty or percentage fees are charged other than booth rental.
- Returned Checks will incur an additional \$40.00 NSF Check Fee.

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Contact Name _____
Business Name _____
Mailing Address _____
City _____ State _____ Zip Code _____
Telephone: Home _____ Mobile _____
Email _____

What are you selling? Please describe the product(s). If it is food, list each item that you plan to sell.

Vendor Fees:

Food Booth Space \$100 _____ Retail Booth Space \$50.00 _____
Non-Profit Vendor \$25.00 _____ Kids Event Non-Profit _____
Weekly Vendor \$20.00 _____ Weeks _____

I have included a check or money order for the above items for the 2018 Hometown Thursday Nights. I have read and understand the terms and conditions of the event. Your payment will not be processed until you have been awarded a spot.

Please make checks payable to: Hometown Thursday Nights

Total Enclosed \$ _____

Vendor Signature: _____

**Mail Completed form and check
or money order to:**

**Hometown Thursday Nights
208 Pine St.
Belle Fourche, SD 57717**

For further information, or questions:

**Craig Knapp: 605-645-9393
Tara Knapp: 605-645-4078**

Or Email to: cwknapp03@yahoo.com