



Non-Profit Organization Application

Saturday, September 7, 2019
Downtown Sioux Falls, SD

Contact Information

Organization _____

Contact Person _____

Who will be present in your booth(s) at the festival? (for nametag purposes)

Address _____

City _____ State _____ Zip _____

Phone _____

Email _____

Website _____

Booth Description

Please offer a brief description of your booth.

Does your booth require electricity? (Note: 110 volts 15 amps will be available for three vendors to share)

- No
 Yes (and I will bring a 100 ft. extension cord and pay the \$45 electricity fee)

Items requiring electrical power: _____

Please list any special requests: _____

Have you been a vendor at the Sidewalk Arts Festival before?

- Yes (how many years? _____) No

All non-profit organizations who have not previously participated and who wish to be considered for the 2019 Sidewalk Arts Festival must be registered as a 501(c)3 and submit a copy of their IRS Determination Letter with their application.

- I have included my organization's letter

How did you hear about the Sidewalk Arts Festival?

- I am a past participant Washington Pavilion website
 Friend/Family Search engine Other _____
 Another Sidewalk Arts Festival vendor/artist _____

Please read and sign the following release and hold harmless agreement:

I am applying to be a non-profit exhibitor in the 2019 Sidewalk Arts Festival ("SWAF") and know that my application will be submitted to the festival jury for review. I agree that acceptance of my application commits me to participate in SWAF. I have read the rules included in this application and agree to abide by them, as well as any other rules as may be established. I understand that failure to abide by the rules may result in the loss of my space at SWAF and forfeiture of my application fee and liability for damages.

I understand that SWAF, Washington Pavilion Management, Inc., the City of Sioux Falls, Downtown Sioux Falls Inc., all sponsoring organizations and their respective directors, officers, employees, agents and volunteers (together the "Organizers") are not responsible for any loss or damage to or theft of my property incurred before, during or as a result of SWAF or for injury to me sustained as a result of my participation in the festival. I release each of the Organizers from any and all claims for loss or damage to my property and for personal injury.

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 SWAF, and I agree to hold harmless and indemnify the Organizers from these claims or actions which a person may have against me or the Organizers, including attorneys' fees and costs incurred as a result of such claim or action.

I understand that there are no refunds or rain checks due to inclement weather or other acts of nature. I authorize the Sidewalk Arts Festival staff to use the images submitted by me for promotional material now or in the future, in addition to photos taken during SWAF.

Applicant's Signature Date

Fees

My enclosed payment includes:	Amount
Non-refundable application fee (required)	\$25 _____
Booth fee (required, per 12' x 12' booth space)	\$150 _____
Electricity fee (if needed), per 110 volts 15 amps)	\$45 _____
Lunch (optional – catered by Leonardo's Cafe)	\$12 _____
Donation to the Visual Arts Center (optional - THANK YOU!)	\$ _____
If postmarked after May 20, vendors will be charged a \$50 late fee.	\$ _____

Vendors who leave garbage after the festival will be fined \$50.

Make checks payable to WPMI – one check is acceptable. If you are not accepted, you will receive a refund check for all but the application fee.

Total Due: \$ _____

Deadline: May 20, 2019

Return application and appropriate fees to:
Washington Pavilion – SWAF
301 S. Main Ave.
Sioux Falls, SD 57104



Experience Your Washington Pavilion



Art, Food and Entertainment

The Sidewalk Arts Festival is a one-day festival held in historic downtown Sioux Falls. This free event is a fundraiser for the Visual Arts Center of the Washington Pavilion, and it features over 250 vendors from 14 states. The Sidewalk Arts Festival has a large food court, activities for kids, live entertainment and a wonderful variety of vendors. Over 40,000 shoppers attend each year. Come join the fun!

Important Information

Festival Date: Sat., Sept. 7, 2019
 Festival Hours: 9 a.m. – 5 p.m.
 Application deadline: May 20, 2019

Fees

Non-refundable application fee \$25
 Booth fee (per booth space). \$150
 Electricity fee (per 110 volts 15 amps) \$45
 Garbage fine (charged after the festival if garbage is left) . . \$50
 If postmarked after May 20, vendors will be charged a \$50 late fee.

Booth Space

- Each exhibitor will be provided a 12'x12' space (approx.).
- Location requests are not guaranteed.
- Organizations must provide all display materials, including protection from sun, wind and rain.
- Wi-Fi is not available.
- The event takes place on a paved surface, which does not allow for anchoring of any supports into the ground. Structures should be built to withstand strong gusts of winds and crowds. Please bring an adequate amount of weight to secure your tent/canopy in case of windy weather.
- All vendors must occupy only the amount of space they indicate on the application. If you exceed this

space, you will be required to purchase another booth, if available. All booth exhibitors must confine doing business to their assigned space. Because of fire code regulations, you may not extend your booth display out into the street. Walking concessions or exhibits are also not allowed. The sale, posting, or distribution of any merchandise, products, promotional items, printed or written material except from the assigned fixed location is prohibited. Failure to comply will result in immediate forfeiture of all booth/exhibitor privileges without reimbursement.

Electricity

Electricity is available on a first-come-first-served basis and is limited. Electricity must be ordered in advance and is \$45. Triplexes provide 110 volts 15 amps total (to be shared between three vendors). You are responsible for bringing your own 100 ft. extension cord.

Booth Set-Up and Tear-Down

- Set-up may begin at 2 a.m. the morning of the festival. For a limited time frame, loading vehicles may drive up to their booth space to unload. All vehicles must be off the streets by 7 a.m.
- Tear-down may not begin until 5 p.m. For a limited time frame, loading vehicles may drive up to the booth space to load up products.
- Garbage Fine: A \$50 fine will be charged to any vendor who leaves garbage behind following the festival. Failure to comply may prevent vendors from future participation in the Festival.

Rules

The following policies and regulations have been established by the Sidewalk Arts Festival to ensure quality and integrity of process, presentation and patron experience:

1. Non-profit organizations will not be allowed to sell or give away any product or service (including food and beverages) that directly conflicts with any fundraising product or service of the Visual Arts Center or Washington Pavilion. Examples of non-acceptable products or services include (but are not limited to) face painting, balloon animals or bottled water. Call 605-367-7397 x 2348 for more details.
2. All booths must be accessible, professional, clean, family-friendly and safe for customers.
3. No displays may be set outside front of booth or in walkway.
4. Booths registered as non-profit agencies who are not in a food court may sell or give away items that are

directly associated with their organization. Acceptable items include (but are not limited to) pens, buttons, stickers, balloons and hats with your organization's logo on them. Publications may be sold if they are directly and primarily sponsored by your organization (i.e. a cookbook). All monies raised must go directly back to the non-profit.

5. Examples of items that are not acceptable include (but are not limited to) publications not directly sponsored by your organization, apparel without logos (even if you personalize them) and bottled water with your organization's logo on the bottle.
6. Exhibitors are responsible for proper insurance of their artwork, products and display. By signing this application, you agree that neither the Sidewalk Arts Festival, the Washington Pavilion, the City of Sioux Falls nor Downtown Sioux Falls Inc. will be responsible for damage or injuries to or resulting from your booth.

Sales Tax

Each festival vendor is responsible for collecting and paying South Dakota sales tax, even if you are reporting "0." Tax forms will be mailed prior to the festival. It is the responsibility of each organization to return this form (and payment, if applicable) to the South Dakota Department of Revenue and Regulation.

Cancellation/Refund Policy

All cancellations must be made on or before August 9, 2019. Any accepted artist who cancels from the show prior to August 9 will be entitled to a refund, less a \$25 processing fee.

Thank you for your interest in the 2019 Sidewalk Arts Festival. We look forward to receiving your application!

Contact Information

Kaia Hedrick, Special Projects Coordinator
 Phone 605.367.7397 x 2348
 Fax 605.367.7399
 Email sidewalkarts@washingtonpavilion.org
washingtonpavilion.org/swaf

Washington Pavilion – SWAF
 301 S. Main Ave.
 Sioux Falls, SD 57104

