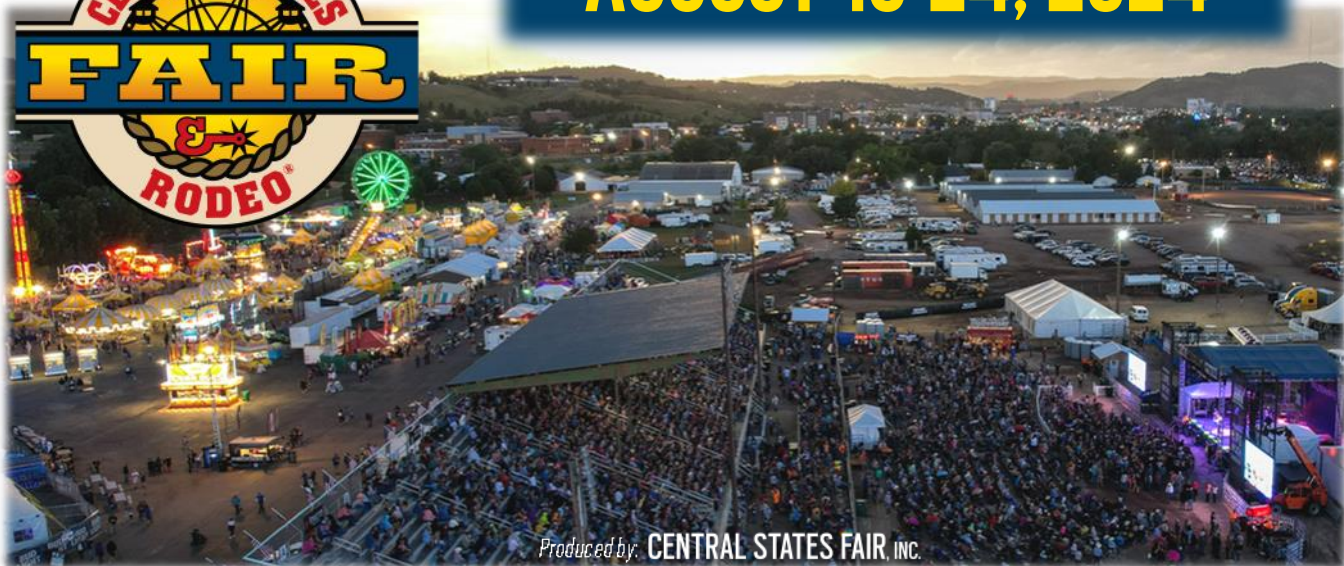




AUGUST 16-24, 2024



Produced by CENTRAL STATES FAIR, INC.

VENDOR HANDBOOK RULES & REGULATIONS

Central States Fair, Inc.

Fairgrounds | Black Hills Stock Show | Central States Fair

www.centralstatesfair.com

605.355.3861 ~ jilld@blackhillsstockshow.com

800 San Francisco Street, Rapid City, SD, 57701



2024 VENDOR DEADLINES

MAY

- **MAY 24 applications due**

JUNE

- **Contracts issued must be returned with a signature within 14 days of notification.**
- **FULL payment must be received by June 28.**

JULY

- **Certificate of general liability insurance (COI) is due to CSF, Inc. no later than July 1 (must show coverage of 2024 CSF dates plus set up and tear down). See sample for exact verbiage and requirements.**

AUGUST

- **Check-in and set up (see page3).**
- **August 16-24 Central States Fair is open!**
- **Exhibitor meeting: Monday, August 19 at 10:30am at the Monument Health Community Stage.**



Thank you for your interest in participating as a vendor in the Central States Fair!

Central States Fair, Inc. is a non-profit, member-driven organization that manages the Pennington County Fairgrounds and produces the Central States Fair and the Black Hills Stock Show and Rodeo®.

The Central States Fair is held annually in August and allows Rapid City and surrounding communities to participate in fair activities including the carnival; free stage entertainment; craft and culinary competitions; livestock shows; horse events; demolition derby; supercross; PRCA rodeos, and Xtreme broncs finals!

The following general information and regulations apply to the 2024 Central States Fair (CSF) acting through the Central States Fair, Inc.

ACCEPTANCE: Applications will be accepted at the discretion of Central States Fair, Inc.

AUTHORITY: The CSF or its delegates is charged with complete responsibility and full authority to enforce all of the provisions of these Rules and Regulations for the benefit of all concerned. Fair Management reserves the right to deny any applications. Fair Management reserves the right to ask any exhibitor to leave the fairgrounds. CSF reserves the final and absolute right to interpret rules and regulations and to settle and determine all matters, questions, or differences in regard thereto, or otherwise arising out of, connected with, or incidental to the Central States Fair.

BOOTH ASSIGNMENT & INFORMATION: The CSF will screen and assign applications based on the character and size of the proposed exhibit, individual needs, exhibitor's preference, location of other exhibitors and fair needs. Fair Management does not restrict duplication of vendors. A complete list of vendors will be available as responses come in if you are concerned about a duplicate business. CSF reserves the final and absolute right to make the final determination of all space assignments in the best interest of the Fair.

BOOTH STAFFING: The exhibitor is obligated, as terms of their contract, to have personnel in the booth during all operating hours unless previous arrangements have been made with Fair Management.

BOOTH CHECK-IN, SET-UP, HOURS:

Exhibitors must be set up no later than Thursday, August 15 at 6pm unless other arrangements have been made with fair management prior to August 13. Food booths are encouraged to arrive prior to August 16, please contact the fair office to make arrangements.

- Standard check-in and set up is 8am-6pm, Thursday, August 15, 2024.
- **Vendors must check-in at the fair office PRIOR to setting up.**
- Any booth space not claimed or in place by 10am on Friday, August 16 may be reassigned or sold by CSF.
- **Vendors must be open by 12pm on Friday, August 16.**
- **Carnival and midway concessions will also open at 12pm on Friday, August 16.**



- Exhibits must be contained within the boundaries of rented space (including hitches, windows, counters, pop-outs, etc.).
- All roadways, walkways and fire lanes must be kept clear.
- Booth space does not include tables, chairs or canopies.
- Exhibitor space boundaries will be marked with chalk, flags or paint.

BOOTH CONSTRUCTION & SPECIAL REQUIRMENTS: Indoor spaces include an 8-foot high back drape with three-foot high side rails with drape.

All buildings, tents, booths, or enclosures in accordance with this application must have approval of Fair Management. **All buildings, tents, booths or enclosures must be CLEAN AND IN GOOD REPAIR! Vendors with tents, booths, or enclosures that are dirty or in poor repair will be asked to remedy the issue prior to opening of the fair or they will be asked to leave with no refunds.**

CAMPING: A limited number of camping spaces are available for vendors. Reservations must be requested with vendor application through EventHub. Fee is \$400 and includes 10 nights (August 15-24). Camping needs outside of those dates are available at regular daily rate of \$50. **VENDORS MUST CAMP IN AREA A, NO EXCEPTIONS.**

DEPARTURE: Exhibitor CANNOT tear down or vacate their space prior to Saturday, August 24 at 8pm (7pm for indoor booths) without prior authorization from Fair Management. All outdoor concession row moveout operations must cease at noon on Sunday, August 25, 2024 as the carnival is open at that time. All tents, buildings, equipment, supplies, and displays must be removed from the fairgrounds by Tuesday, August 27, at which time it becomes property of Central States Fair, Inc. Any exhibitors (or any parts of their booth or products) **remaining after August 27, 2024 will incur a late fee of \$500.** Starting September 1, 2024, item(s) remaining on the fairgrounds will incur the late fee plus \$100 per day.

ELECTRICITY: All electrical requests must be included with this contract for its acceptance. Electrical outlets are limited. Exhibitors are not allowed to exceed the limits of the electrical system. Fair Management reserves the right to decline electrical service, charge for excessive power usage, or require exhibitor to provide their own electrical power. NO power will be provided if it is not requested by the vendor in this request. Exhibitor is limited to the voltage and amperage requested. Any accessories required for electrical hook up is the responsibility of the vendor.

Electrical cords:

- All equipment, regardless of source of power, must comply with all national, state and local safety codes.
- All cords used to connect to a power source shall be three (3) wire grounded, UL approved type cord of appropriate gauge.
- Cords shall be plugged DIRECTLY into approved receptacles.
- Do not overload extension cords, or use octopus fixtures.



- Do not repair damaged cords with tape. REPLACE THEM!
- Cords must NOT create a hazard to the public.
- All splices must be protected and not touching the ground.
- All extension cords, light strings, and temporary wiring must be UL approved for outdoor use and adequate for draw.
- Wiring directly to any Fairgrounds circuit is not allowed.

CSF is not responsible for any equipment damage or loss of business due to outages or power surges.

EXHIBITOR CODE OF CONDUCT AND COVENANTS:

1. Exhibitor shall conduct the operation of their exhibit, display or concession in a respectful, quiet and orderly manner at all times. Exhibitors will maintain the contents of their displays, menus and prices according to the information submitted with the request.
2. In order to promote the orderly movement of attendees and to promote the fair as a place for enjoyment and education, the following rules will be enforced within the confines of the Central States Fairgrounds, including all parking areas.
 - Each exhibit space must be clearly displayed to the public by an appropriate sign identifying the organization or entity occupying the space.
 - All persons disseminating information or material to promote an organization or business or must have a visible badge stating the person's name and the name of the business or organization.
 - Discussions promoting an entity, organization, dissemination of ideas or beliefs cannot be initiated with persons standing in line for an exhibit or performance.
3. Use of any sound amplification system must be approved by Fair Management prior to use.
4. Use of the space shall be in accordance with the use specified on this application. The Fair shall have the right to immediately terminate the right to use the space if, in its discretion, use of the space is not consistent with the use specified on the application or if use is not in the best interest of the Fair and its attendees.
5. Each Exhibitor is exclusively responsible to know and comply with all laws, ordinances and regulations pertaining to health, fire prevention, and public safety while participating in this Fair.
6. Exhibitor covenants and agrees to defend at its own expense, indemnify and hold harmless Central States Fair, Inc., its management, employees, and representatives from any and all liability, penalties, damages, costs, expenses, causes of action and claims of every kind and nature arising from illness, death, bodily injury or property damage to any person whomsoever, occasioned by or growing out of or in any way connected with, the occupation or use of the exhibit space or activities associated with this agreement.
7. **Removal or Cause for Eviction:** At any time an exhibitor may be subject to eviction from their booth and/or the CSF without refund or booth fees for misconduct, harassment or disrespect of the Health Department officials, fair officials, security, attendees or fellow exhibitors.

FOOD VENDORS: It is up to Fair Management's discretion to limit or not limit duplication of food items. Water is available on the fairgrounds. Exhibitors are responsible for getting the water to their booth without creating a hazard according to Fair Management's discretion. Food prices



must be reasonable. Undercutting each other's prices is unacceptable. If this occurs, the offender can be asked to dismantle and leave the premises according to the fair manager's discretion.

1. All Vendors must submit a complete menu.

- Vendors may be asked to omit some menu items per Fair Management discretion.
- Upon acceptance of application, vendors are not allowed to alter menus unless a specific request is submitted to and confirmation received from Fair Management allowing the change.
- Variation of menu after the Fair starts is prohibited without Fair Management permission.
- CSF reserves the right to implement an 'Exclusivity Clause' if it is determined that there is not enough diversity within the CSF food offerings. There is an additional charge to the vendor if exclusivity is offered and accepted.
- Vendors MUST submit **ACTUAL** and **EXACT** booth space requirements, including hitch, pop-outs, windows, doors, counters, etc. Failure to submit correct space requirements can result in removal from show. Excessive space requirements will result in additional fees.
- **CSF IS A PEPSI FACILITY. ONLY PEPSI PRODUCTS CAN BE SOLD ON-SITE (INCLUDING WATER).**



GARBAGE: Exhibitors need to cooperate in keeping their area free from litter. The booth and aisle in front of, behind or beside of the booth should be clean and free of trash at all times. All garbage should be secured before disposal in **DUMPSTERS! Vendors need to use dumpsters and not the trash receptacles provided for the public.** Exhibitors are responsible for disposing of garbage each day. Dumpsters are provided throughout the fairgrounds. Breakdown ALL boxes prior to disposal. **ABSOLUTELY NO DUMPING OF GREASE OR GRAY WATER on the grounds at any time. Violators will be fined \$500, subject to immediate eviction and banned from future events.**

HOURS: ALL vendors MUST open on Friday, August 16 at noon. Fair hours are noon-midnight daily. Vendor hours are listed below. **Vendors not abiding by these hours are subject to a \$100 per-incident fine and the possibility being banned from future events.**

- **Indoor (GenPro) Vendors:** Friday, August 16-Saturday, August 24 noon - 7pm.
- **Outside (Commercial Vendors Midway):** Friday, August 16-Saturday, August 24 noon - 8pm minimum (You are welcome to stay open longer. We try and get our arena crowd out before 10pm.)
- **Food Vendors Concession Row:** Friday, August 16-Saturday, August 24 noon - 10pm minimum (You are welcome to stay open longer. We try and get our arena crowd out before 10pm.)

ICE: Ice will be sold onsite and delivered per schedule provided during fair. Information and phone number for orders will be given at fair.

INSURANCE: Each Exhibitor is required to provide a Certificate of Insurance, naming "Central States Fair, Inc." and "Pennington County" as **ADDITIONAL INSURED**, in the amount of \$1,000,000 combined Single Limit.



If the Exhibitor cannot provide the required certificate, a rider under the Central States Fair, Inc. policy must be obtained by filling out the insurance request form and paying the appropriate fee. If you have any questions on your insurance needs, please contact the Central States Fair Office at 605-355-3861. Please return insurance certificates promptly. **Insurance due July 1. Insurance not received by July 1 will incur a \$100 late fee. Insurance not received by August 1 is subject to loss of booth space with no refunds.**

PETS: Pets are permitted in the Campground Area A ONLY and MUST be on a leash at all times when outside of RV/Camper. Clean up after your pets is required or you will be fined. No pets are permitted on midway, or any other part of the fairgrounds.

RESERVATIONS/PAYMENT/REFUNDS: Approved applications will be issued a vendor contract. Contracts must be returned with full payment within 14 days of approval notification. Late payments will incur a \$100 late fee. Checks should be made payable to "Central States Fair." Cancellation of booth space must be made in writing. Cancellations by July 15 receive a 50% refund. Cancellations after July 15 receive no refunds.

In the event that an Exhibitor fails to pay any fees at the time specified or fails to comply with any other provisions contained in this application concerning the use of exhibit space, Fair Management has the right to re-assign the booth location. In the event of a default by the Exhibitor, as set forth in the previous sentence, the Exhibitor shall forfeit all payment submitted for the space involved.

In the event, that by unavoidable casualty, including fire, water, windstorm, tornado, earthquake or causes arising from supervening and uncontrollable force or accident, the Fair shall not be obligated to the Exhibitor to provide other building, grounds, or facilities, nor to return to the Exhibitors, all or any portion of the fee. The determination by the Fair whether an unavoidable casualty within, meaning of those words as employed in this paragraph, has occurred, and whether the use, benefit or enjoyment by the Exhibitor of the Fair buildings and grounds has thereby been interfered with or diminished, shall be conclusive and binding.

REVOCATION & FORFEITURE: Violation of any of the terms hereof shall, at the election of the Fair, cause the whole fee to be forfeited and all rights and privileges herein granted to the Exhibitor shall terminate.

SALES: Objectionable materials may not be sold on the grounds. Fair management reserves the right to determine what is obscene or objectionable. All sales and promotions must be conducted from your space. Roaming the grounds to sell or hand out materials is not allowed without prior authorization from Fair Management.

SECURITY: The Pennington County Sheriff's office and Rapid City Police Department patrol the fairgrounds on a limited, but regular basis throughout the Fair. Theft, loss and damage are the responsibility of the space renter.



SUBLETTING OF SPACE: No exhibitor shall assign, sublet or apportion the whole or part of the space assigned or have representatives, equipment or materials from firms other than their own in the exhibit space without written consent of Fair Management.

SUPPLY/RESTOCKING/PARKING: Exhibitors **MUST COMPLETE VEHICLE ENTRY (IN AND OUT)** before 11am each day. Gates close at 11am and absolutely no vehicles are allowed inside the gates after closure. Exhibitors can park vehicles west of the red barn or by the fair office.

TAXES/LICENSES/PERMITS: All required taxes, licenses and permits are the **responsibility of the exhibitor**. Contact South Dakota Department of Revenue at 605.394.2332.





ACORD™ CERTIFICATE OF LIABILITY INSURANCE		DATE (MM/DD/YYYY)
PRODUCER Insurance Provider/Agent name Insurance Provider Address, phone	THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.	
INSURED Business/Vendor Name (MUST MATCH name on contract/ application including any DBA) Business/Vendor Address, phone	INSURERS AFFORDING COVERAGE INSURER A: Insurance Company INSURER B: Insurance Company INSURER C: Insurance Company INSURER D: Insurance Company INSURER E:	NAIC # NAIC # NAIC # NAIC #

COVERAGES
 THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. AGGREGATE LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

POLICY NUMBER	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YY)	POLICY EXPIRATION DATE (MM/DD/YY)	LIMITS								
X	GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS MADE <input type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC	Policy number	Policy effective beginning date	Policy effective ending date	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 1,000,000 MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ GENERAL AGGREGATE \$ PRODUCTS - COMPI/OP AGG \$								
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> NON-OWNED AUTOS				COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$								
	GARAGE LIABILITY <input type="checkbox"/> ANY AUTO				AUTO ONLY - EA ACCIDENT \$ OTHER THAN AUTO ONLY: EA ACC \$ AGG \$								
	EXCESS/UMBRELLA LIABILITY <input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS MADE <input type="checkbox"/> DEDUCTIBLE RETENTION \$				EACH OCCURRENCE \$ AGGREGATE \$ \$ \$ \$								
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? If yes, describe under SPECIAL PROVISIONS below				<table border="1" style="width:100%; font-size: x-small;"> <tr> <td>WC STATU-TORY LIMITS</td> <td>OTH-ER</td> </tr> <tr> <td>E.L. EACH ACCIDENT</td> <td>\$</td> </tr> <tr> <td>E.L. DISEASE - EA EMPLOYEE</td> <td>\$</td> </tr> <tr> <td>E.L. DISEASE - POLICY LIMIT</td> <td>\$</td> </tr> </table>	WC STATU-TORY LIMITS	OTH-ER	E.L. EACH ACCIDENT	\$	E.L. DISEASE - EA EMPLOYEE	\$	E.L. DISEASE - POLICY LIMIT	\$
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E.L. DISEASE - EA EMPLOYEE	\$												
E.L. DISEASE - POLICY LIMIT	\$												
	OTHER												

Central States Fair, Inc. and Pennington County are listed as additional insured.

August 15-25, 2024 (plus all set up and tear down dates)
 30 day cancellation notice

CERTIFICATE HOLDER Central States Fair, Inc. Pennington County 800 San Francisco Street Rapid City, South Dakota 57701	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING INSURER WILL ENDEAVOR TO MAIL _____ DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO DO SO SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE INSURER, ITS AGENTS OR REPRESENTATIVES. AUTHORIZED REPRESENTATIVE Insurance Agent's Signature
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