








CENTRAL STATES FAIR 2026 VENDOR HANDBOOK

AT A GLANCE

DEADLINES & COMPLIANCE (UPDATED 2026)

- Deadlines are firm and apply equally to all vendors.
- Requests for exceptions must be submitted in writing and approved prior to the deadline. Requests made after a deadline has passed will not be considered.
- Vendors are responsible for monitoring communications, EventHub updates, and deadlines. Failure to receive or review information does not exempt vendors from compliance.
 - Failure to meet deadlines may result in: Late fees, loss of booth space, and/or ineligibility for future events

MAY	15 TH – Placement begins
JUNE	4 TH – Full Payment due
JULY	15 th – Certificate of Liability Insurance due with (upload in EventHub)
AUGUST	<p>17th – Food Vendors move-in starts</p> <p>20th - Setup day, 8am-6pm (unless prior arrangements were made)</p> <p>21st - Booth space not occupied by 10am may be reassigned</p> <p>21st – FAIR OPENS AT 12PM!</p> <p>24th – Vendor meeting, 1pm @ Monument Community Health Stage</p> <p>29th – GenPro vendors can start tear down @7:01pm</p> <p>29th - Midnight, that’s a wrap on the 2026 Fair!</p> <p>30th – Move out day!</p>
SEPTEMBER	<p>1st – Late fee (\$500) for any tents, buildings, equipment, supplies, trailers, displays, and any other vendor item(s) left on the fairgrounds.</p> <p>2nd – Late fee plus \$100 per day for any tents, buildings, equipment, supplies, trailers, displays, or any other vendor item(s) left on the fairgrounds.</p>
2027	AUGUST 20 – 28, CENTRAL STATES FAIR!
 QUESTIONS? WE'RE HERE TO HELP!	 Central States Fair Office  (605) 355-3861  jilld@blackhillsstockshow.com  vendor information

WELCOME TO THE CENTRAL STATES FAIR!

We're excited to have you here. This fair doesn't come to life without vendors like you. You bring the flavor, the creativity, the conversation, and the experience that keeps people coming back year after year.

For nine days, this place is full of energy — families, friends, fair traditions, and a whole lot of people ready to eat, shop, and explore.

In 2026, we're leaning into what this fair is all about: **Where Generations Gather**. That means packed days, busy nights, and customers who come back more than once. It also means opportunity — to grow your business, build your brand, and be part of something people look forward to all year.

We're glad you're here. Let's have a great fair.

APPLICATION & EVENTHUB REQUIREMENTS (NEW FOR 2026)

All vendors must apply and manage their participation through EventHub. To ensure a smooth process and fair placement for all vendors, the following requirements apply:

ALL vendors must:

- Upload a photo of their booth or setup
- Select the correct booth size (non-food vendors must choose from available sizes)
- Provide a clear description of products or services offered

FOOD & BEVERAGE vendors must ALSO:

- Upload a full menu with prices **OR** list all items and prices within the application
- Submit a **separate application for each booth or concept** (example: a taco stand and a steak tip stand require two applications).

IMPORTANT:

- Vendors providing services or information only (tattoos, home improvement, information booths, etc.) must clearly indicate that they are not selling physical products.
- Booth frontage must include **ALL space used**, including:
 - Hitches
 - Open doors or windows
 - Awnings or extensions
- Failure to accurately report space needs may result in required adjustments by the concessionaire onsite.







We've built this process to create a better experience for vendors and guests alike — clear expectations, strong attendance, and a marketplace designed for success.




READ THIS FIRST (NEW FOR 2026)

- ★ Deadlines are firm.
- ★ No exceptions without prior written approval.
- ★ No follow-up reminders = no excuse.
- ★ If you miss it, you risk losing your space.
- ★ We've been flexible in the past. That created problems. We're done with that. Every vendor is held to the same standard.

 ACCEPTANCE & AUTHORITY	<ul style="list-style-type: none"> ★ Fair Management reviews all vendor applications. Space is limited and assigned to serve the best interest of the event. We reserve the right to: ★ Accept or deny any vendor ★ Remove vendors for non-compliance or inappropriate conduct ★ Interpret and enforce all rules
 BOOTH ASSIGNMENT & STAFFING	<ul style="list-style-type: none"> ★ Spaces assigned based on booth size, preferences, layout needs. ★ Duplicate vendor categories allowed at management discretion; a vendor list is available to guide decisions. ★ All booths must be staffed during operating hours, unless pre-approved for an exception. ★ Returning vendors are valued; however, previous booth locations are not guaranteed. Placement is based on overall layout, product balance, traffic flow, and operational needs. ★ Booth placement begins May 15, 2026. Returning vendors requesting their previous space must submit their application prior to May 15 to receive priority consideration. While previous locations are not guaranteed, applying before this date provides the best opportunity for similar placement.
 CAMPING	<ul style="list-style-type: none"> ★ Vendor camping available in Area A only ★ \$400 for 10 nights (Aug 20–30) per sight; extra nights \$50 each ★ Must request camping through the Fair office (info@blackhillsstockshow.com or 605.355.3861)
 CLEAN-UP & WASTE DISPOSAL	<ul style="list-style-type: none"> ★ Use dumpsters only — not public trash bins ★ Break down all cardboard boxes ★ No dumping grease or gray water on the grounds ★ Violators may be fined \$500, evicted immediately and banned from future shows
 CODE OF CONDUCT	<p>All vendors are expected to operate with professionalism, courtesy, and compliance while on the fairgrounds. By participating in the Central States Fair, you agree to the following standards:</p> <ol style="list-style-type: none"> 1. Professional Conduct <ul style="list-style-type: none"> ★ Exhibits, displays, and concessions must be operated in a respectful, orderly, and quiet manner at all times. All booth content — including displays, menus, and pricing — must reflect what was submitted and approved in your application. 2. Public Engagement Guidelines <ul style="list-style-type: none"> ★ To maintain a positive and welcoming environment for fairgoers: ★ Each exhibit space must display a visible sign identifying the business or organization. ★ Anyone distributing promotional materials or information must wear a visible badge with their name and business affiliation. ★ Conversations promoting any organization, belief, or cause may not be initiated with attendees waiting in line for another exhibit or performance. 3. Sound Use <ul style="list-style-type: none"> ★ Use of sound systems, music, or amplification equipment requires prior approval from Fair Management. 4. Authorized Use of Space

	<ul style="list-style-type: none"> ★ Your booth must be used only for the purposes outlined in your application. CSF reserves the right to revoke booth privileges — without refund — if usage is deemed inappropriate, misleading, or not in the best interest of the event. <p>5. Legal Compliance</p> <ul style="list-style-type: none"> ★ Vendors are solely responsible for complying with all applicable health, safety, fire, and public laws and ordinances. <p>6. Liability</p> <ul style="list-style-type: none"> ★ By signing your agreement, you agree to indemnify, defend, and hold harmless Central States Fair, Inc., Pennington County, and their staff and representatives from any liability, claims, damages, or expenses arising from your participation or use of the exhibit space. <p>7. Grounds for Removal</p> <ul style="list-style-type: none"> ★ Any vendor engaging in misconduct, harassment, or disrespect toward health officials, fair staff, security, guests, or fellow exhibitors may be immediately evicted from the fairgrounds without refund.
 ELECTRICITY	<ul style="list-style-type: none"> ★ Request all power needs on your application ★ Use only 3-wire grounded, outdoor-rated cords ★ Overloaded, taped, or daisy-chained cords are prohibited ★ No power will be provided unless requested in advance ★ CSF is not liable for outages or surge damage
 FACILITY STANDARDS	<ul style="list-style-type: none"> ★ Indoor booths include 8 ' tall back drape and 3 ' side drapes. ★ All exhibits must be clean, safe, and well-maintained. ★ Dirty or damaged booths must be fixed or risk closure—no refunds.
 FOOD VENDOR POLICIES 	<ul style="list-style-type: none"> ★ CSF is a PEPSI ONLY facility — no outside beverage brands. Including water. ★ A full, itemized menu is required at time of application ★ Menu Adjustments - Fair Management reserves the right to limit or adjust menu offerings to maintain a balanced and diverse food environment across the fairgrounds. ★ No undercutting prices or unauthorized menu changes ★ Water available — vendors must provide safe transfer methods
 ICE DELIVERY	<ul style="list-style-type: none"> ★ Ice will be available for purchase onsite and delivered daily as ordered. Ordering information and contact phone number will be provided at check-in. ★ Please plan ahead to ensure timely delivery during peak hours.
 INSURANCE	<ul style="list-style-type: none"> ★ All vendors must carry \$1,000,000 liability insurance Name both “Central States Fair, Inc.” and “Pennington County” as “Additional Insured” ★ Due by July 15 <ul style="list-style-type: none"> ★ Late fee after July 15: \$100 ★ Late fee after July 22: previous fee plus \$300 ★ Late fee after July 29: previous fees plus \$500 ★ Missing or incorrect insurance certificate by August 1 = forfeiture of booth space with no refunds

 PAYMENTS, REFUNDS & CANCELLATIONS	<ul style="list-style-type: none"> ★ Full payment is due June 4, 2026 ★ Booth space is not secured until payment is received ★ Contracts due June 4 or within 10 days of approval <ul style="list-style-type: none">  Late fee: \$100 ★ Late payments may result in reassignment without notice ★ Cancel by July 15: 50% refund ★ No refunds after July 15 ★ Non-payment or missing items (insurance, etc.) may result in space reassignment and forfeiture of fees. ★ Force majeure events: CSF, Inc. is not liable for refunds or rescheduling. 												
 REQUIRED VENDOR HOURS	<ul style="list-style-type: none"> ★ All vendors must be open by Noon, August 21 ★ Fair Hours: <ul style="list-style-type: none"> ○ 12pm – Midnight Weekend Days (Friday, Saturday, Sunday) ○ 3pm – Midnight Weekdays (Monday, Tuesday, Wednesday, Thursday) <table border="1" data-bbox="467 726 1451 909"> <thead> <tr> <th>Vendor Type</th> <th>Required Weekend Hours</th> <th>Required Weekday Hours</th> </tr> </thead> <tbody> <tr> <td>GenPro (Indoor)</td> <td>12-7pm</td> <td>3-7pm</td> </tr> <tr> <td>Midway (Outdoor)</td> <td>12-8pm*</td> <td>3-8pm*</td> </tr> <tr> <td>Concession Row (Food Vendors)</td> <td>12-8pm*</td> <td>3-8pm*</td> </tr> </tbody> </table> <p><i>*Vendors are welcome stay open later. We try and get the arena crowd out before 10pm.</i></p> <ul style="list-style-type: none"> ★ Vendors who close early risk a \$100 fine per day & future ineligibility 	Vendor Type	Required Weekend Hours	Required Weekday Hours	GenPro (Indoor)	12-7pm	3-7pm	Midway (Outdoor)	12-8pm*	3-8pm*	Concession Row (Food Vendors)	12-8pm*	3-8pm*
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 SALES & PROMOTIONS	<ul style="list-style-type: none"> ★ All sales, marketing, and promotional activity must be conducted within your assigned booth space. ★ All products and services sold must match what was submitted and approved in the vendor application. ★ Roaming the fairgrounds to sell, distribute flyers, or hand out materials is not permitted unless you have written approval from Fair Management. ★ All products and services sold must match what was submitted and approved in the vendor application. ★ Fair Management reserves the right to prohibit the sale of any materials deemed inappropriate, offensive, or inconsistent with the family-friendly environment of the Central States Fair. The determination of what is objectionable rests solely with Fair Management. 												
 SECURITY & VENDOR RESPONSIBILITY	<ul style="list-style-type: none"> ★ The Pennington County Sheriff's Office and Rapid City Police Department provide regular patrols of the fairgrounds throughout the event. However, security is not guaranteed. ★ Vendors are responsible for safeguarding their own merchandise, equipment, and personal items. ★ CSF is not liable for theft, loss, or damage of any kind. Please secure your space appropriately and report any suspicious activity to Fair Management or onsite law enforcement. 												
 SETUP, OPERATION, & MOVE-OUT	<ul style="list-style-type: none"> ★ Setup Day: Thursday, August 20, 2026 ★ 8am – 6pm Check in at the Fair Office first! ★ Booths not claimed by 10am Friday may be reassigned ★ Vendors must be open by 12pm, Friday, August 21 												

	<ul style="list-style-type: none"> ★ Food Booths are encouraged and able to set up starting August 17. Please contact the fair office with details. ★ Stay within your marked boundaries — including pop-outs, counters, etc. ★ All roadways, walkways and fire lanes must be kept clear. ★ No tables, tents, or chairs provided — please bring your own ★ Vendors are not allowed to begin teardown or vacate their space before: <ul style="list-style-type: none"> ○ Saturday, August 29 at 7pm (outdoor vendors) ○ Saturday, August 29 at 7pm (indoor vendors) ★ The fairgrounds remain open to the public, and early teardown can create safety hazards and disrupt the guest experience. Vendors who begin packing up early may be subject to fines or exclusion from future events.
 SUBLETTING & SHARED BOOTHS	<ul style="list-style-type: none"> ★ Vendors are not permitted to assign, sublet, or share any portion of their booth space without prior written approval from Fair Management. ★ This includes: <ul style="list-style-type: none"> ○ Hosting representatives, products, or marketing materials from businesses other than your own ○ Displaying or selling goods on behalf of another company ○ All vendor space must be used exclusively by the approved applicant unless written permission is granted in advance.
 TAXES, LICENSES & PERMITS	<ul style="list-style-type: none"> ★ All vendors are fully responsible for obtaining and complying with: ★ Applicable state and local tax requirements ★ Any required licenses, permits, or business registrations for participation ★ Questions? Contact the South Dakota Department of Revenue at (605) 394-2332 for guidance on sales tax, licensing, and reporting requirements.
 VEHICLES & PARKING	<ul style="list-style-type: none"> ★ Restocking vehicle access ends daily one hour prior to gates opening (11am weekend days, 2pm weekdays) ★ No exceptions once gates are closed ★ Vendor parking available west of the Red Barn or by the Fair Office