**2024 Festival of Cultures Vendor Guidelines** **Event Date: June 8, 2024**

 **Application Deadline**

* Applications are due by May 15, 2024 and include payment.
* Proof of licensing is due June 1, 2024.
* Vendor registrations are nonrefundable. In the event inclement weather should cause a cancellation of the event, vendors will not receive a refund. As long as attendees & participants are safe, the event will be held rain or shine.

**Pricing**

| **Type of Booth:** | **Early Bird Price:****\*must be registered by 4/15/24** | **Regular Price:** |
| --- | --- | --- |
| Food Truck | $270 | $300 |
| Sales Booth | $90 | $100 |
| Display Booth | $30 | $40 |
| Interactive Cultural Booth | FREE*No sales, must have activity for patrons* | FREE*No sales, must have activity for patrons* |

**2024 Calendar**

| April 15 | Deadline for early bird vendor rates. |
| --- | --- |
| May 15 | Deadline to register for food, display, sales booth space. No late registrations will be accepted. |
| May 31 | All registrants will receive confirmation and any last minute instructions. |
| June 8 | *Tentative Day of Schedule*

| 7:00 am | Site opens for food truck setup only |
| --- | --- |
| 8:00-10:30 am | Sales/Display Vendors setup |
| 8:30-10:30 am | Informational Booth Setup |
| 10:00 am | All food trucks must be ready for inspection |
| 10:30 am | All booths must have setup complete |
| 11:00 am-4:00 pm | Festival Hours |
| 4:00-5:00 pm | Tear down |

 |

**Arriving & Set Up**

* A final and complete schedule of the day will be posted online and will be sent to you via email no later than May 31, 2024.
* When arriving at the event for setup, check in at the south entrance to the lot.
* Food Vendors may begin setup at 7:00 am and be ready for inspection by 10:00 am.
* Setup for Sales booths can begin at 8:00 am and must be completed by 10:30 am.
* Setup for Display & Interactive booths can begin at 8:30 am and must be completed by 10:30 am.
* Lot closes to vehicles promptly at 10:30 am. Vendors that show up late will forfeit their space.

**During Event Hours**

* Your booth must be open and staffed from 10:30 am -4:00 pm on the day of the Festival.
* **Sales & Display Booths: You must provide your own display units, tables, chairs, and canopies and they must fit 10x10 space at most.**
* **Interactive Booths: You will be provided a 10x10 canopy for your booth, but you are responsible for any other needed materials**
* Festival is in full sun, please be prepared to protect yourself and your booth contents from the elements.
* No staking allowed
* Each vendor is responsible for their own setup/pickup..
* If electricity is needed, vendors are responsible for bringing a quiet generator. Details in FAQ section below.
* Reporting of sales tax is your responsibility. (8% tax rate-city, state, tourism). This form will be available by download when you register.

**Insurance & License Requirements**

* Food vendors must be licensed to sell in the City of Sioux Falls. You can find a list here:<https://www.siouxfalls.org/police/peddler>

**Beverage Policy**

* Vendors will not be allowed to sell or give away commercially packaged beverages such as water, soda, beer, wine or any other alcoholic beverage.

**Electricity**

* Vendors must supply their own generators and heavy-duty GFI extension cords. Quiet generator details in FAQ section below.

**Liability**

* LSS and the Multi-Cultural Center assume no liability in cases of loss or damage to merchandise. Insurance is the responsibility of the vendor.
* LSS and the Multi-Cultural Center reserve the right to deny acceptance to booth registrations that do not promote and encourage diversity.
* Vendor registrations are nonrefundable. In the event inclement weather should cause a cancellation of the event, vendors will not receive a refund. As long as attendees & participants are safe, the event will be held rain or shine.

**Sanitization Procedures**

* Vendors must practice food safety protocols established by the City of Sioux Falls Health Department.
* Vendors must supply hand sanitizer for all patrons.
* Vendors must park in designated area and be prepared to carry out all trash.

**Questions**

* Communication with vendors will be handled through email and phone. If you have questions, please email Valeria.Wicker@LssSD.org or call 605-413-5094

**Agreement to Guidelines**

Vendors agree to abide by the above guidelines per signing this document.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Printed Vendor Name

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Vendor Signature

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Paige Short, LSS Vice President

Philanthropy & Marketing

**Frequently Asked Questions

What if there is inclement weather?**Your safety is our priority. Our team will be monitoring weather and notify patrons of protocol if lightning or other inclement weather arises. We will post information on the LSS website ([www.LssSD.org](http://www.lsssd.org)) and will send emails to registered vendors if there are any weather concerns. Safety of our vendors, visitors, and staff are top priority. Weather will be monitored throughout the day of the Festival. If inclement weather causes a cancellation, the event will not be moved or rescheduled. Refunds will not be issued.

**What are the hours of operation?**The Festival of Cultures hours are Saturday, June 8, 2024 from 10:30 am to 4 pm. Booths must be staffed the entire time of the event.

**What types of businesses are allowed to be vendors?**All cultures are welcome! Past cultures represented included American, Bolivian, Colombian, East Indian, Filipino, South Sudan, Egypt, and more. We reserve the right to deny vendors that do not align with the purpose of the event (to celebrate diversity).

**When can I set-up?**Food vendors may start setting up at 7:00 am on the day of the event. Sales & Display Vendors may start setting up at 8:00 am. All booths must be ready to start by 10:30 am. The lot closes promptly at 10:30 a.m.

**When can I tear down?**All vendors must remain set-up & open until 4:00 pm on the day of the event. Teardown may begin promptly at 4:00 pm. All product and displays must be removed no later than 5:00 pm. More detailed teardown instructions will be sent with registration confirmations on May 31, 2023.

**What is the difference between a sales and display booth?**If there is ***any*** exchange of money for goods or services during the Festival of Cultures, you must register as a sales vendor. You are responsible for reporting sales tax (city, state, tourism-8.0%). Festival of Cultures Committee members will screen booths throughout the day for compliance.

**What beverages can I sell?**LSS Multi-Cultural Center has exclusive rights to sell all beverages during the event.

**Can I sell food or provide food/beverage samples from my sales or display booth?**No. Drinks will be exclusively sold by the LSS Multi-Cultural Center. Food will be exclusively sold by food trucks.

**What if it rains?**The Festival will be held unless inclement weather forces the cancellation due to safety concerns. There is no alternative location and no refunds will be issued. Please be prepared to spend the day outdoors.

**Where can I park?**Vendor parking will be labeled on the maps, which will be made available to you as the event approaches.

**Can I rent a canopy or tables from MCC?**Depending on availability, yes.

**Can I bring my own canopy or tent?**Yes! You may bring your own canopy or tent; it is encouraged (space is 10’x10’). As long as attendees & participants are safe, the event will be held rain or shine. Please be prepared for either one. If your canopy does not fit the 10x10 space, you will need to remove it before inspection.

**Do I have to bring my own tables and chairs?**Yes. The Festival of Cultures booth rental only includes the space.

**Is there electricity capabilities?**Yes, vendors are responsible for bringing their own generator. Please rent a quiet generator from ABC Rentals. These are preapproved generators by the city and will be the only generators allowed at the event.

Generator details can be found here:

[2.0 Watt Generator Quiet](https://www.abcrentalsmidwest.com/rentals/contractor-homeowner/welders-and-generators/20-watt-generator-quiet/)

* **$36.00** for 4 Hour Minimum
* **$50.00** for 1 day
* **$125.00** for 1 week
* **$320.00** for 4 weeks
* Available at the West (12th St.) location
* Available at the Phillips Ave. location
* Max AC Output 2000 watts
* Max AMPS 16.7A
* Rated Speed 3600 RPM
* Fuel Capacity 1.1 Gallons
* 6 Hours Run Time
* 48lbs. 19x6L x 11.4W x 18H

[View Details](https://www.abcrentalsmidwest.com/rentals/contractor-homeowner/welders-and-generators/20-watt-generator-quiet/)

**What if I decide I can't attend the Festival of Cultures after I have registered?**Vendor registrations are nonrefundable. In the event inclement weather should cause a cancellation of the event, vendors will not receive a refund. As long as attendees & participants are safe, the event will be held rain or shine.