



**Hartford Jamboree Days**  
**June 16 & 17, 2023**  
**Vendor Booth Information**

**Location- City Park at 2nd St and Vandemark Ave.:** On June 16 & 17, 2023, the Hartford Jamboree Days celebration will be held in the City Park located at 2nd Street and Vandemark Avenue in Hartford.

**Event Hours:** The festival for vendors is open to the public from 4:00 pm to 9:00 pm on Friday, June 16th and from 9:00 am to 4:00 pm on Saturday, June 17th. Food vendors have the opportunity to stay later, **please advise committee if you choose to**. Upon arrival, each vendor **MUST** check-in with Jamboree Days information booth at Shelter #1 in the park. Set-up for vendor booths will be from 2:00 pm - 3:30 pm on Friday and 7:00 am - 8:30 am Saturday. Be sure to arrive early to have the proper amount of time to unload and set up. **Please be prepared for rain to protect your products.**

**Booth Fee - Acceptance:** A confirmation notice will be sent after receipt and acceptance of the form and fee. If you are not accepted, your application and payment will be returned to you. All vendor booth locations will be assigned on a first come, first serve basis. Dual day applications will be prioritized first for location requests. The Jamboree Committee has last say on booth locations. We will do our best to honor any special requests.

**Products:** You must provide a complete list of products to be sold. We are limiting the number of food vendors accepted and what is sold. We do not limit the selling of beverages. **No alcoholic beverages can be sold.**

**Electricity: (Food Vendors Only)** Limited 110-volt electrical spaces are available. Vendors must provide their own extension cords. ***There is a limit of 12 electrical spots for food vendors only.***

**Vendor Parking:** Vendors may park to unload their items either along the street or in the east parking lot. After unloading, vendors **must** park in the school parking lot to allow more spaces for patrons. We ask that there be no driving or parking on the grass in the park.

**Registration Deadline June 1, 2023 - Payment must be included:** All applications and payment must be received by June 1, 2023 and include the booth fee and a copy of your SD sales tax license if applicable. Please make checks payable to **Hartford Jamboree Days**. Applications can be mailed to Hartford Jamboree Days Vendors PO Box 672 Hartford, SD 57033. ***All applications will be processed on the Monday after they are received. You will receive a confirmation email within one week of receipt.***

**Door Prize Drawings:** If vendors plan to have a door prize drawing, vendors must be responsible for the drawing. Registration and drawing for the door prizes shall take place at the vendor booth.

**Liability:** The Jamboree Days Committee and the City of Hartford are not liable for refunds or any other liabilities whatsoever for your failure to fulfill the rules and regulations due to the unusable conditions of the area in which the festival is to be held that is caused by, but not limited to fire, rain or other calamity, any act of God or nature, public enemy, strikes, statutes, ordinances of legal authority, or any cause beyond the Jamboree Days Committee or City of Hartford's control. There is no security in the park overnight; the Jamboree Days Committee and the City of Hartford are not responsible for lost or stolen items. The City of Hartford & Jamboree Days Committee has the right to accept or reject any application upon their discretion.

**Additional/Contact Information:** Additional information regarding Jamboree Days as well as registration forms may be found on the Hartford Jamboree Days Facebook page or on our website [HartfordJamboreeDays.com](http://HartfordJamboreeDays.com). If you have any questions, please contact Crystal Waltner at (605) 359-4929 or email [hartfordjamboreedays.vendors@gmail.com](mailto:hartfordjamboreedays.vendors@gmail.com).



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Name: \_\_\_\_\_ Business Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone #: \_\_\_\_\_ Alt Phone #: \_\_\_\_\_

Email: \_\_\_\_\_ Website: \_\_\_\_\_

South Dakota Sales Tax License # (if applicable): \_\_\_\_\_

Description of Product(s) (be specific): \_\_\_\_\_

<p><b>Total Booth Size (dimensions) (W) 12 ft x (L) 12 ft</b> (if you need a larger space you will need to request and pay for 2 booths)</p> <p><b>What does your set up include?</b></p> <p><input type="checkbox"/> Canopy / Tent</p> <p><input type="checkbox"/> Trailer/Truck used to sell out of -- Size: _____</p> <p><input type="checkbox"/> Other Please Describe: _____</p> <p>Trailers used for storage cannot be located at your booth area</p>	<p align="center"><b>FOOD BOOTHS ONLY:</b></p> <p><b>Does your booth require electricity?</b>          Yes _____ No _____</p> <p>If <b>YES</b> provide the following:          Amps _____  <b>and</b>          Power Supply <input type="checkbox"/> 110 volts or <input type="checkbox"/> 220 volts</p>
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**# of booths needed:**

**Profit:**

**Friday Saturday (please indicate day)**

\_\_\_\_\_ \$100.00 – One Day (electric – Food Vendor Only)

\_\_\_\_\_ \$50.00 – One Day (non-electric)

\_\_\_\_\_ \$200.00 – Two Day (electric – Food Vendor Only)

\_\_\_\_\_ \$100.00 – Two Day (non-electric)

**Non-Profit:**

**Friday Saturday (please indicate day)**

\_\_\_\_\_ \$50.00 – One Day (electric – Food Vendor Only)

\_\_\_\_\_ \$25.00 – One Day (non-electric)

\_\_\_\_\_ \$100.00 – Two Day (electric – Food Vendor Only)

\_\_\_\_\_ \$50.00 – Two Day (non-electric)

**Vehicle Information:** Make/Model: \_\_\_\_\_ Color: \_\_\_\_\_ License Plate #: \_\_\_\_\_

**Include the following: (Separate checks are NOT needed if participating both days)**

- Mail-in application and payment must be received by **June 1, 2023** to **Hartford Jamboree Days Vendors - PO Box 672 Hartford, SD 57033**

Appropriate Booth Fee - Make checks payable to **Hartford Jamboree Days Committee**

Copy of SD Sales Tax License (If you are a consultant for a business - like Mary Kay, Thirty-One, etc.. and the company pays your sales tax, a tax license does not need to be submitted.)

**All applicants must sign:**

All staff and volunteers for my booth will understand and obey the rules set by the Jamboree Days Committee and City of Hartford. If a member of the Event Committee determines that a product or service in my booth is unacceptable, I will stop selling or producing it or risk being ejected from the event. I understand the **City of Hartford & Jamboree Days Committee reserves the right to reject my application.**

The Jamboree Days Committee and the City of Hartford does not assume responsibility for any thefts, damages, or injuries relating to the festival. I have read and I understand the above information. Also, by signing below I agree to be open during the scheduled hours of the festival. Opening late or closing early will jeopardize my application for next year.

**Special Note:** Festival hours are subject to change due to weather, event schedule or any unforeseen happenings. Vendors will be notified of any changes. No refunds will be given due to inclement weather or no shows.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

<b>For office use only:</b>	<b>Date Received:</b> _____	<b>Payment:</b> _____
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