

## Non-Profit Organization Agreement: South Dakota Veg Fest 2024



Thank you for applying to South Dakota Veg Fest! As a juried event, all participants are required to provide information about your organization, booth photos, and what you hope to accomplish at the event. In keeping with the spirit of the event, we ask that all participating organizations be relevant to the themes of South Dakota Veg Fest: vegetarianism/veganism, health, wellness, animal welfare, etc.

The goal of this event is to offer a dynamic experience to attendees. As such, if you are part of an organization which offers classes, brief seminars, presentations, or other interactive experiences which may engage attendees, you may be given special consideration and offered a time slot and special location to present your material. All literature and products offered to attendees in booths or during presentations must meet the guidelines of the event. Applicants meeting the above criteria will be reviewed and accepted on a case-by-case basis. Questions about this concept? Contact us to discuss; we are here to learn and grow!

The coordinators will meet bi-weekly to review applications and determine invitation status based on criteria listed above. Deadline to apply is April 15<sup>th</sup>, 2024. Invitations will be extended on a first come, first served basis, and organizations that are very similar to others will be limited to ensure variety to attendees and fairness to participants. In other words, the earlier you submit your application, the better for all involved!

As **electricity** on the festival grounds is extremely limited, organizations will not have the option of using electricity. Generators are also prohibited, so please prepare accordingly. If you do need electricity, feel free to reach out to us; we may be able to point you in the direction of an option or two for rechargeable battery packs.

**Liability insurance** is required of all organizations with booths either selling products or dispensing literature in the amount of \$1,000,000 individual/\$2,000,000 aggregate limits. Participants will not be allowed to set up if they are unable to provide proof of insurance. Event insurance can be obtained through ACT Insurance, [www.actinsurance.com](http://www.actinsurance.com). Please include Good Earth Farm, 28318 466<sup>th</sup> Ave, Lennox, SD 57039, as the secondary policyholder when obtaining event insurance.

Each non-profit organization is required to provide a **deposit check** in the amount of \$50 dated June 4<sup>th</sup>, 2024, upon arrival. The deposit will be returned or shredded, provided your booth remains open until the event ends and you leave the festival grounds free of debris and damage. Thank you for being considerate of your hosts!

Booth spaces for organizations are 12' x 12'. You will be able to drive up to your booth space to unload your products, materials and displays, but are asked to move your vehicle to the designated parking area quickly after unloading to ensure all exhibitors are able to access their spaces in a timely fashion. Tents should be sturdy and well-secured. The winds and rain of South Dakota in June have been known to claim the tents and products of countless businesses, as well as cause injury to bystanders. Please be aware, considerate, and plan accordingly, thank you!

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**Application, photos, and all literature are required no later than April 15<sup>th</sup>, 2024. Proof of license and insurance are required no later than May 28<sup>th</sup>, 2024.**

**Name:** \_\_\_\_\_ **Organization Name:** \_\_\_\_\_

**Address, City, State, Zip:** \_\_\_\_\_

**Contact Phone:** \_\_\_\_\_ **Alternate Contact Phone:** \_\_\_\_\_

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

**Social Media:** \_\_\_\_\_

Please provide descriptions of your organization and any products, literature, presentations, etc., which you intend to offer at South Dakota Veg Fest, including a general price range of your offerings.

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Please tell us about yourself. We would like to know what inspired you to apply to Veg Fest, where you or your organization call home, what inspires you to do what you do, and any other bits about yourself or your organization that you would like to share with us. We are excited to meet you and welcome all our participants!

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**Fees and Checklist:** (please provide a deposit check and make payable to Good Earth Farm)

**Booth Fee:** \$0 \$ \_\_\_\_\_

**Deposit:** \$50 \$ \_\_\_\_\_ (to be returned or shredded at event end)

**Photos:** 1 Booth \_\_\_\_\_

3 or more materials, products, etc. \_\_\_\_\_

**Proof of Insurance:** \_\_\_\_\_ (due no later than May 28<sup>th</sup>)

**Proof of Non-Profit Status:** \_\_\_\_\_ (due no later than May 28<sup>th</sup>)

I/We agree to sell only menu items disclosed to and approved by the coordinators of South Dakota Veg Fest. I/We agree to adhere to all festival guidelines. I/We understand that failure to comply with guidelines or offering menu items not approved by the coordinators may result in dismissal from the festival and forfeiture of all fees. I/We certify that all information provided on this application is accurate.

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

I/We hold harmless Good Earth Farm, South Dakota Veg Fest, coordinators, and volunteers from any damage incurred to our business or personal belongings before, during, and after the event on June 1<sup>st</sup>, 2024, and agree to obtain the required liability insurance prior to May 28<sup>th</sup>, 2024.

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Applications and photos may be submitted to South Dakota Veg Fest via email or postal service. Please include a self-addressed, stamped envelope if you will need any photos or material returned to you.

Email: [SouthDakotaVegFest@gmail.com](mailto:SouthDakotaVegFest@gmail.com)

Mailing and Event Address:

Good Earth Farm, 28318 466<sup>th</sup> Ave, Lennox, SD 57039

Event Chair: Nancy Meendering

Event Coordinator: Stacey Sturma