



# Youth & Family Services Kids Fair 2017

Youth & Family Services  
PO Box 2813  
Rapid City, SD 57709

## Booth Rental Agreement

The Youth & Family Services (YFS) Kids Fair is a signature event of YFS that offers entertainment and hands-on activities for children of all ages. The YFS Kids Fair is intended to provide an opportunity for area businesses and organizations to display and market their child-oriented products and services in a positive environment while increasing community awareness and providing financial support for Youth & Family Services.

**Each booth is required to offer a free, hands-on activity for children. It may be educational, recreational, or cultural, but definitely must be enjoyable.**

**Date and times for the 2017 YFS Kids Fair are:**

April 27, 2017	noon – 7 p.m.	Thursday	Set Up
April 28, 2017	9 a.m. – 4 p.m.	Friday	Kids Fair
April 29, 2017	9 a.m. – 4 p.m.	Saturday	Kids Fair
April 30, 2017	11 a.m. – 4 p.m.	Sunday	Kids Fair
April 30, 2017	4 p.m. – 7 p.m.	Sunday	Tear Down

*Youth & Family Services (YFS) is a non-profit organization with a 501(c)(3) status: Tax ID #46-6017085. I acknowledge by my execution hereof that YFS and its Board of Directors disclaim any and all liability for any and all statements, actions, omissions, or claims made by exhibitors regarding their marketing efforts and booth activities.*

*I hereby certify that I have read the Exhibitor's Policies and Procedures, that I understand said policies, and that my employees, members, and/or agents will be informed of the policies and procedures and that they will observe and comply with the policies and procedures.*

**Business/Organization/Vendor:** \_\_\_\_\_

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

**Phone Contacts: (Office)** \_\_\_\_\_ **(Cell)** \_\_\_\_\_

**Email Address:** \_\_\_\_\_

**Contact Person:** \_\_\_\_\_ **Title:** \_\_\_\_\_

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

**To guarantee your booth space at Kids Fair, please return this form with your payment and Certificate of Liability Insurance to YFS by April 14.**

Please copy this agreement for your records.

## Booth Rental Options

Kids Fair Booth Size Options	Fees
1 Booth Space (10' x 10')	\$300
2 Booth Spaces (10' x 20')	\$450
3 Booth Spaces (10' x 30')	\$600
Pod Space (20' x 20')	\$1,000

Misc. Booth Fees	Fees
110 volt outlet	\$50
Table(s)	\$10 per table
Chair(s)	\$5 per chair
Wireless Internet	\$75

**Booth fee includes:** Booth space with drapery dividers (8' high back and 3' high sides).

**Booth fee does not include:** Table or chairs, but rentals are available upon request. Wireless internet access is also available upon request for an additional fee. Please see pricing above.

Booth size requested: \_\_\_\_\_ = \$ \_\_\_\_\_

I will require 110 volt outlet (\$50.00) = \$ \_\_\_\_\_

I will require table(s) \_\_\_\_\_ X \$10 each = \$ \_\_\_\_\_

I will require chair(s) \_\_\_\_\_ X \$5 each = \$ \_\_\_\_\_

I will require wireless internet access \$75 = \$ \_\_\_\_\_

Presale Kids Fair tickets \_\_\_\_\_ X \$5 each = \$ \_\_\_\_\_

*(Please see requirements for Exhibitor Booth Staffing on page 3.)*

_____ <b>Check</b>	<b>Total Payment Included: \$</b> _____
_____ <b>Credit Card Number:</b> _____	<b>Exp. Date:</b> _____ <b>CVV #:</b> _____

## Booth Activity Information

**Each booth is required to offer a free, hands-on activity for children. It may be educational, recreational, or cultural, but definitely must be enjoyable.**

1) Describe the free "hands-on" kids' activity your booth will provide (including age appropriateness, materials used, and time spent with each child). **This must be submitted by April 14, 2017.**

---



---

2) List specific products, services, contests, or marketing materials made available in your booth space.

---



---

3) List products/services you will sell in your booth space, together with the selling price.

---



---

## **Exhibitor's Policies and Procedures**

All **booth renters** will herein be referred to as “**exhibitor**” and will hereby agree to be bound by the policies and procedures of the Youth & Family Services (YFS) Kids Fair. Exhibitor further agrees to adhere to and be bound by all applicable fire, utility and building codes and regulations of the Rushmore Plaza Civic Center. This agreement contains terms and conditions agreed on by the parties hereto, and no other agreements, oral or otherwise, regarding the subject matter of this agreement, shall be deemed to exist or to bind any of the parties hereto. If any exhibitor is ejected for violation of these policies or procedures, no return of rent shall be made.

### **EXHIBITOR BOOTH STAFFING**

Exhibitors must staff their booths for the entire duration of Kids Fair. Exhibitors may bring in volunteers to assist in staffing their booth, however all volunteers within exhibitor booths must be 13 years of age or older. **Exhibitors will be required to purchase a ticket for children under the age of 13 who accompany them or their volunteer staff.**

**Number of vendor wristbands needed.** These wristbands will allow you and your staff to bypass the volunteer check in line. Wristbands are to be given ONLY to individuals, ages 13 and older, who are working the exhibitor booth. \_\_\_\_\_

**Number of tickets for children accompanying exhibitors or their volunteer staff.**

Tickets are \$5 per person. The total number of tickets ordered will be multiplied by \$5.00 per ticket and added to your total. \_\_\_\_\_

### **UNOCCUPIED BOOTH SPACE AND REFUNDS:**

If exhibitor fails to occupy rented space the first day of Kids Fair by 8:30 a.m. or fails to comply in any other respect with the terms of this agreement, YFS shall have the right to use such space. No refunds will be made if space or portion of space is not used.

YFS shall not be liable for any damages or expenses incurred by exhibitors in the event rented space cannot be occupied, the fair is delayed, interrupted, or not held as scheduled for any reason beyond the reasonable control of YFS. YFS may retain so much of the amount paid by exhibitors as is deemed necessary to defray expenses already incurred by YFS. The balance, if any, will be equitably refunded to the exhibitor.

### **SPACE SHARING AND DISPLAY POLICIES:**

Exhibitors interested in sharing their booth space with another business or organization **must have written consent** from YFS by April 14, 2017. Failure to secure consent from YFS will result in additional fees.

Exhibitors shall not display any articles, goods, services, products, or promotional materials that have not been specified in their agreements.

### **EXCLUSIONS FROM KIDS FAIR:**

**YFS retains the sole right to determine if exhibitor products, services, or activities are suitable to be included in the YFS Kids Fair.** YFS shall have the right to exclude or to require modification of any display or demonstration which, in its sole discretion, it considers unsuitable or not in keeping with the character of Kids Fair. YFS reserves the right to restrict the operation of or evict completely any exhibit which, because of noise, flashing lights, method of operation, or display of unsuitable material is determined by YFS to be objectionable. Exhibits using sound systems must be arranged so as not to disturb adjacent exhibitors and their patrons nor cause the aisles to be blocked. Distribution of circulars, flyers, advertisements, coupons, drawing entries, etc. must be done within the confines of the exhibitor's rented space.

Booth exhibitors will be able to sell child-oriented products/services with prior approval from YFS. Exhibitors may not charge for the hands-on activity required for each booth.

### **DEADLINE:**

**Please provide complete payment, signed contract, and proof of certificate of insurance no later than two weeks prior to the event (April 14, 2017).** Vendors will not be allowed to set up unless payment and all documentation has been submitted. Failure to make payment constitutes breach of contract and shall result in termination of the agreement.

### **REQUIREMENTS:**

1. All exhibitors must have a free, hands-on activity in their space in which Kids Fair-goers can participate.
2. Exhibitor booths are required to be set up and operational by 9 a.m. on Friday, April 28, 2017. Exhibitors must ensure their spaces are staffed throughout the entire three-day event. Exhibitors may not begin tear-down of their booth until Kids Fair closes at 4 p.m. on Sunday, April 30, 2017. All booth exhibits must be removed from the civic center by 7 p.m. on Sunday, April 30, 2017. **Exhibitors will be charged a \$250 penalty if they tear down or leave prior to 4 p.m. on Sunday, April 30, 2017.**  
**(ALL EXCEPTIONS MUST BE APPROVED IN WRITING BY YOUTH & FAMILY SERVICES.)**
3. It is the responsibility of exhibitors to abide by South Dakota health requirements and to obtain all city, county, state, or federal licenses, inspections, or permits required by law that are necessary for the operation of their exhibits. Exhibitor sponsors who underwrite rented activities are not responsible for such requirements.
4. **A certificate of liability insurance must be provided to YFS before an exhibit space may be reserved.** This certificate is to include public liability coverage for a minimum of **\$1,000,000** to protect exhibitor and Youth & Family Services from claims which could arise out of or result from the exhibitor's activities. Neither YFS nor the Rushmore Plaza Civic Center shall be responsible for loss or damage occurring to the exhibit or sustained by the exhibit from any cause.

### **CANCELLATION AND REFUND:**

If an exhibitor notifies YFS in writing of cancellation of agreement after he/she has been assigned a space, and such notification is received before **April 14, 2017**, YFS shall retain half of the booth fee and return the remaining half. After **April 14, 2017**, the exhibitor forfeits any refund whatsoever. Monies retained by YFS in the event of cancellation are liquidated damages by exhibitor.

### **FACILITY RESTRICTIONS:**

1. Parking in loading areas is permitted for loading and unloading only. Violators will be towed at their expense.
2. Holes may not be drilled, cored, or punched in the building.
3. No adhesive backed items may be affixed in any way to walls, windows, columns, ceiling, or furniture on civic center property. Decorations, signs, banners, etc. may not be taped, nailed, tacked, stapled or otherwise fastened to ceilings, walls, doors, painted surfaces, furniture, or columns. Exhibitors may not apply paint, lacquer, adhesive or any other coating to building floors, walls or to standard booth equipment. No paint or tape residue shall remain on the floor after move-out is completed.
4. Exhibitors are liable for damage caused by them, their employees, agents, or representatives, to the building, standard booth equipment, and other exhibitor's property.
5. Helium balloons are permitted in the civic center **only** if they are securely tethered. Exhibitors will be responsible for all expenses for retrieval of balloons, should it become necessary.
6. Water activities, swimming pools, and other uses of water are not permitted without approval by YFS.
7. No animals are permitted into the building with the exception of those approved by YFS for exhibits and those providing aid to handicapped persons.
8. Combustion engines, propane tanks, and any other flammable items such as decorative materials, are subject to civic center and Fire Marshal restrictions.
9. It is illegal for exhibitors to bring alcoholic beverages into the building for any purpose.
10. Food items to be given away must have prior approval from YFS and the Rushmore Plaza Civic Center.