



LEAD LIVE VENDOR PACKET

Thank you for your support in the Handley Rec Center and our endeavors to enrich the lives of our community members. Lead Live is a family oriented event provided by the Handley Rec to showcase our local vendors and instill community value in our locals and youth. The money raised during these events goes directly to building improvements, youth programs, and maintaining an environment to “ensure a positive and healthy experience for all ages and programming that fosters wellness for the whole Person.”

VENDOR REQUIREMENTS:

Vendor fees are **FREE!!** Remember that you do not have to pay to participate in Lead Live. However; you are required to obtain a Lead Peddler’s Tax License from the Community Hall in Lead. This needs to be displayed on your booth during the event. **ALL vendors** will be **REQUIRED** to fill out and return the **DOR** form given to you before the event. ***These will be handed out on the day of.*** It is your responsibility to fill the document out accurately and return to the appropriate address.

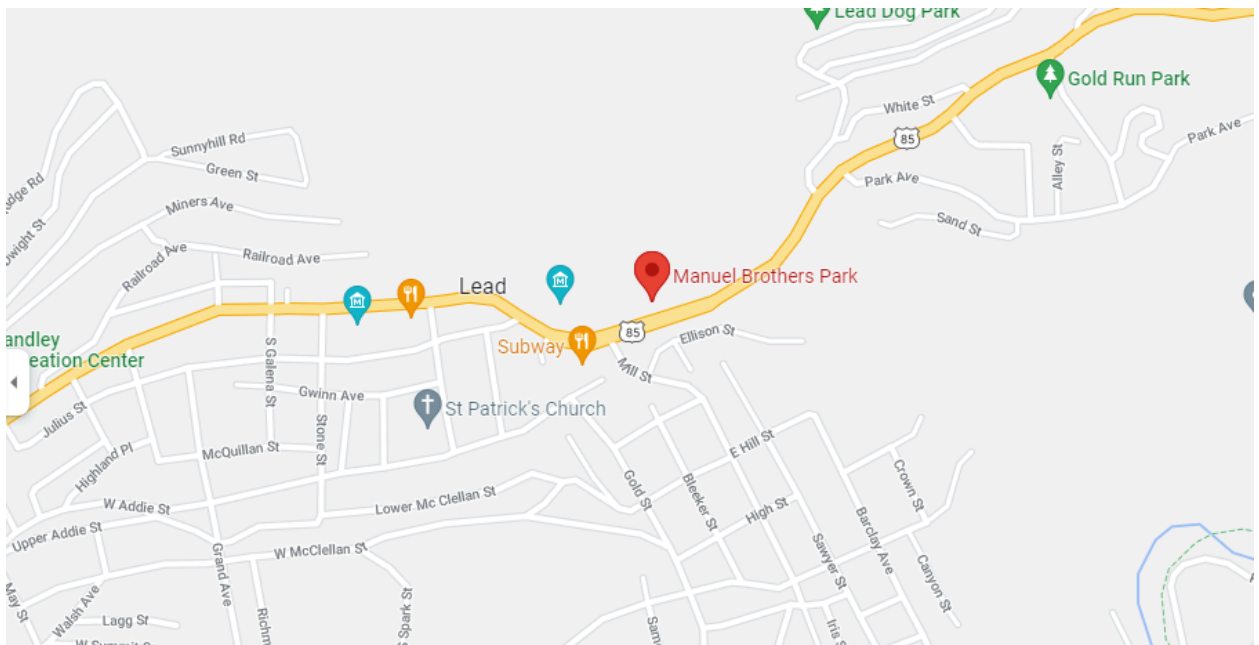
SETUP & TEAR DOWN:

- Set-up begins at 3:30 each Tuesday night and tables and tents are NOT provided. The event will be advertised from 5:00pm-9:00pm.
- Bringing in your vehicle for early tear down is NOT ALLOWED. Bring enough of your product and be able to stay open until 8:00pm when the booth tear down begins. If you do need to leave early, you must get authorization and then hand-carry your items out of the event area. Vehicles will not be allowed into the barricaded area until the music has completed for the evening. Any vendor bringing a vehicle into the barricaded area will not be allowed to return and they will forfeit their vendor fee. The safety of our patrons should be the concern of the vendors and organizers alike, so your cooperation is mandatory.
- If your booth is a vehicle, you will be put on the outer edge of the vendor area.
- Vendors are responsible for the set-up and clean-up of their space. Vendors cannot impair the booths of other vendors (i.e. sign or display blockage) or right-of-ways. Vendors will not be allowed to move booth locations once a space has been assigned without permission of the coordinators. This is a summer event held in the open and direct sun. Please plan accordingly.
- NO PETS will be allowed during Lead Live. Please leave all animals at home.



LOCATION:

- Lead Live takes place, outdoors, in Manuel Brothers Park, Lead SD (red dot on map below)
- Manuel Brothers Park: 160 W Main St, Lead, SD 57754
- Section of parking lot closest to Park will be roped off for vendor space and public access, we will set up in parking lot
- Vehicles will be allowed to drop off equipment in the vendor area from 3PM-4PM, after 4PM items must be carried into roped area
- Please park vehicles in center of Homestake Visitor Center during event
- NO vehicle entrance in vendor space during event



TERMS & CONDITIONS:

- Non-Profit, Non-Food Exhibitors: FREE 10'x10' space. \$10 fee for electricity for each event (you must supply your own extension cords). Organizations not selling products, not seeking donations but are just providing information or kid's entertainment will not incur any fee.
- Retail Vendors: FREE 10'x10' space. \$10 fee for electricity for each event (you must supply your own extension cords).
- Food Vendors: FREE 10'x10' space. \$10 fee for electricity for each event (you must supply your own extension cords). Each food vendor must have a valid South Dakota Dept. of Health Food Service License & Inspection.
- Only the Handley will be permitted to sell beer, wine, sodas and water at Lead Live as a way to generate a profit to reinvest back into the event this year and in the years to come. This will alleviate our dependence on local donors and to be able to give back to the community. Vendors will be allowed to sell other types of beverages (i.e. ice tea, lemonade, etc.)



- You are required to bring your own trash cans and bags and to haul out your own garbage.
 - Each vendor must have a valid State of South Dakota Sales Tax License and a Certificate of Liability from your insurance company naming the Handley Center, and the City of Lead as indemnified.
 - Vendors must also apply for and post a City of Lead Vendor Permit. This is a \$35 per year charge.
 - No refunds / no rain dates.
 - If you cannot commit to the entire season, booth space for individual weeks will not have guaranteed electricity available.
 - Electricity availability is limited, and will be provided on a first come, first serve basis. We will do everything possible to meet this need, but cannot guarantee a space with electricity. You will be notified if electricity is not available before the event.
 - Vendors will NOT expand outside of their assigned area. Vendors repeatedly taking more space than they are allotted will not be allowed to return and will forfeit their vendor fee.
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- We reserve the right to limit the number of Retail Vendors and reserve the right to limit duplication of the number of vendors in a category. Lead Live may choose to deny a vendor based on appropriateness of products.
 - Vendors will keep all profits from their booth. No other royalty or percentage fees are charged other than booth rental.
 - Returned checks will incur an additional \$40 NSF Check Fee.
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- For questions or more information, please contact the Handley at 605-584-1113 or program.coordinator@handleycenter.org



Handley
 845 Miners Ave
 Lead SD 55754
 605.580.5535
 info@handleycenter.org

2024 Vendor Application

Business Name: _____

Contact Name: _____

Mailing Address: _____

City / State / Zip: _____

Phone Number: _____

Mobile Number:

Email: _____

Facebook Name:

South Dakota Sales Tax License Number:

What type of vendor are you: Non-Profit & Non-Food Retail Food

Do you need electricity? Yes No _____ Type

What are you selling? Please give us a short paragraph (3-5 sentences) to describe your product(s)?

One specialty item you would like to promote: _____

Date you will join us: 6/18 7/16 8/20



Additional booth requests/accommodation needs? (Near another vendor, etc.)

I have read and agree to follow the guidelines set forth by the Lead Live committee.

Signed _____

Date _____

**Please Return This Form To: Handley 845 Miners Ave, Lead, SD 57754 or
email: program.coordinator@handleycenter.org**

PREFERRED DEADLINE FOR APPLICATIONS: JUNE 7, 2024