

**54th Annual**  
**Brookings Summer Arts Festival**  
**In Pioneer Park- West Highway 14 Brookings,**  
**South Dakota**

**Festival Hours**

Saturday, July 12, 2025 -10:00 AM to 7:00 PM

Sunday, July 13, 2025- 10:00 AM to 5:00 PM

**Criteria**

- The Committee would like to extend an invitation for you to apply for a **Food Booth Space**.
- All food booth sales will be from within the food booth and service will be from the FRONT of the booth ONLY. Serving from trailers will not be allowed. **No Serving From Trailers.**
- The space provided is a 12' X 28' booth space - you must confine your entire operation to this space.
- Storage trailers and storage trucks are not allowed in the east food row during festival hours. All products must be in your booth space.
- Participants are responsible for their own display
- Soda, bottled water, other drinks, and ice will be the vendor's responsibility to provide. Please include a list of beverages on your application.
- You will be contacted by the South Dakota Health Department for your park permit.
- There is no guarantee of shade and no vehicles will be allowed in the park during festival hours. It is recommended that you be in your booth by 9:00 AM each day as people arrive early.
- \*\*\*\* Please make sure your electrical outlets are all GFCI. The inspector has been tolerant in the past, but he will require GFCI or you cannot use the outlets. This is for your own protection. Any electrical concerns will be handled by Keven Perry at 605-690-0580.

**Jury Deadlines**

- Applications must be postmarked no later than March 1st, 2025
- Notification of jurors' decisions will be emailed by April 20, 2025

## Application Procedures

- Complete the application
- **Enclose two (2) separate checks**, one for jury/processing fees (\$25.00), and one for booth fees (\$350 or \$250).
- Photos or drawings of your booth as it will appear in the park are required. Please indicate overall length of your booth.
- Proof of liability insurance must be sent in with the application.

## Fees

- For Profit or Commercial Booth: **\$350.00**
- Community Fund Raiser Booth: **\$250.00**
- A **\$25.00** non-returnable Processing Fee is also required (1 Fee Per Booth)
  - If you are applying for 2 booths you will need 2 processing Fees
- Booth fees are non-transferable and will not be refunded after May 15, 2025.

## **FOR FURTHER INFORMATION, CONTACT:**

Phil Keller Food Chairman **605-228-8357** or email [pckeller1@yahoo.com](mailto:pckeller1@yahoo.com)

Pat Stapleton Food Co-Chairman **605-212-5798** or email [patrick.stapleton@pfgc.com](mailto:patrick.stapleton@pfgc.com)

Please address all applications to:

**Phil Keller/BSAF**

**Food Booth Application**

**517 Cardinal Drive Circle**

**Brookings, SD 57006**

**2025 Food Booth Application**    Return this page only to Phil Keller

Name of business or Organization: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Work/Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

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

City, State, Zip: \_\_\_\_\_

Email required: \_\_\_\_\_

Electricity Required     120 volt     240 volt (4-Wire Plug)     Both Which side of booth \_\_\_\_\_

Booth construction:  wood     tent     other (No trailers allowed to serve from).

Please prioritize your food list in the order in which you want to sell first. We may limit our foods so please be specific. Vendors selling one food may have priority over those selling numerous products. **BE COMPLETE on your menu.** The committee will determine what foods and drinks can be sold off the listed items below.

#1 Food \_\_\_\_\_

#2 Food \_\_\_\_\_

#3 Food \_\_\_\_\_

#4 Food \_\_\_\_\_

#1 Drink \_\_\_\_\_ #2 Drink \_\_\_\_\_

#3 Drink \_\_\_\_\_ # 4 Drink \_\_\_\_\_

**Include the following:**

\$25 Processing Fee payable to BSAF – non refundable (2 booths requires 2 processing fees)

\$350 Fee (Commercial or Profit Vendor)

\$250 Fee (Community Fund Raiser Vendor)

Photo(s) or drawing of booth

Proof of liability insurance

**Optional: Self-addressed 10” by 13” envelope with \$2.00 affixed postage for acceptance information.**

    If you would like to save the \$2.00 and have your acceptance packet emailed to you

    PLEASE PROVIDE YOUR EMAIL ADDRESS HERE: \_\_\_\_\_

**This application is non-transferable. The person/organization that is accepted must work and control the booth activity during the festival.**

The Brookings Summer Arts Festival does not assume responsibility for any thefts, damages, or injuries relating to the festival. “I have read and understand the above information. In addition, by signing below, I agree to be open during the scheduled hours of both days of the Festival. Opening late or closing early will jeopardize my application for next year.” If you ran short on product last year, please come better prepared this year.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date