



## FOOD VENDOR APPLICATION REQUIREMENTS FORT SISSETON HISTORICAL FESTIVAL

**WHERE:** Fort Sisseton State Historic Park, 11907 434<sup>th</sup> Ave, Lake City SD 57247

**DATES:** June 6<sup>th</sup>-8<sup>th</sup>, 2025

**FEES:** \$500.00 Major Food Booth

\$150.00 Specialty Food Booth

\$200 Specialty Food Booth needing water (limited to the first 2 signups)

**DEADLINE:** March 14, 2025. Notification of acceptance or rejection will be mailed or emailed by April 1.

**PURPOSE:** The goal of Festival Management is to provide food service with a variety of selections in a setting consistent with the time period while allowing each booth holder the opportunity to maximize income.

### REQUIREMENTS:

1. Due to liability concerns at the Fort Sisseton Historical Festival, the state of South Dakota has initiated a risk management policy. The State of South Dakota requires that you have automobile insurance with liability coverage of no less than \$300,000 and property damage coverage of no less than \$50,000. In addition, all food vendors are required to have general liability coverage of no less than \$500,000 and Workman's Comp when applicable.
2. We must have a certificate of insurance indicating the required amounts of insurance.
3. We suggest that you check with your insurance agent to verify that your current insurance policy covers your business activities at the festival. Your agent will best be able to determine if this is the case.
4. **MAJOR FOOD BOOTHS** will have unlimited menus, provided they do not infringe on specialty booth menus or another Major Food Booth protected item. They must serve only those items identified on the application form. Each booth holder will have available 50 amps of 220 volt electricity and will be provided with a welder-type 220 volt outlet. OUTLET configuration is 125/250 V 50 AMP 3 WIRE. Each booth holder will have to furnish his own electrical service to convert from 220 volt to 110 volt.



5. The menu for **SPECIALTY FOOD BOOTHS** is limited to one menu item and beverages. There is NO electricity available to these booth holders, but a generator can be used as long as it is on the quiet side. If you are not sure if your booth is a Major Food Booth or a Specialty Food Booth. Please call Dalaine at 605.448.5474
6. Selection of successful applicants will be based on menu variety, limited duplication of menus, application completeness and detail, food service experience, appropriate menu items, quality of previous food concessions, compliance with rules, and quality of service.
7. Preference will be given to previous Festival concessions provided performance and compliance levels were acceptable. No concessionaire may sell, barter, or sublet food service privileges.
8. No vehicles on Festival grounds from 9:00 a.m. Saturday to 4:00 p.m. Sunday. There is a designated parking location for all vendors.
9. Festival Management will designate booth sites, storage areas, and parking areas. Please direct all specific questions regarding sites, storage areas, and parking areas to Festival Management prior to arriving at the Festival site. **NO VEHICLES WILL BE ALLOWED WITHIN FESTIVAL GROUNDS FROM 9 AM SATURDAY TO 4 PM SUNDAY.** Food Booth Vendors may park in South General Public Parking Area or need to arrange parking with Festival Management **prior** to Festival.
10. Modern food booths and trailers are acceptable. We just ask for no flashy lights or loudspeaker systems.
11. **MINIMUM OPERATING HOURS** – 9:00 AM to 6 PM Saturday, 9:00 AM to 4:00 PM Sunday. Booth holders are allowed to operate beyond these hours.
12. Each booth holder will be responsible for set-up and take down of their booth. Booths will be marked with a stake in the center of you site. Staff will be onsite to answer questions from 8 AM – 6 PM starting Wednesday morning. Please direct questions to the main office. Setup can start June 4<sup>th</sup> at noon.
13. **NO** alcoholic beverages will be sold within the State Park boundary.
14. Food booths will be evaluated by Festival Management.
15. All food concessions will have to meet additional requirements. **It is your responsibility to make sure you are in compliance with the SD Department of Health.** No food vendors will be allowed without prior approval. **The deadline for Food Vendor applications is March 14.** *Please follow all CDC COVID Guidelines and Recommendations for Food Services. It is recommended that if you are serving condiments that they are either individually wrapped or put on by the server. This will allow for least amount of contact by the public. One time use silverware is required for use by the public.*
16. **Hand Sanitizer will be available throughout the grounds but will not be provided to everyone. Please provide the proper cleaning supplies, masks and hand sanitizer that is needed for you and your staff.**



## APPLICATION FOR VENDOR SPACE

Address all correspondence to: Fort Sisseton State Park, 11907 434<sup>th</sup> Ave., Lake City, SD  
57247

Phone: (605) 910.4465 FAX: (605) 448-5492

**NAME**

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**MAILING ADDRESS**

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**CITY**

**STATE**

**ZIP**

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**CONTACT PERSON**

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**PHONE #**

**EMAIL**

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Preferred notification: (  ) Email (  ) Mail

Preferred Vendor Site: \_\_\_\_\_

\_\_\_\_\_ Major Food Booth (\$500.00) \_\_\_\_\_ Specialty food Booth (\$150.00)

\_\_\_\_\_ Specialty Food Booth with Water Hookup (\$200)

**Fees non-refundable upon acceptance.**





# SOUTH DAKOTA DEPARTMENT OF GAME, FISH AND PARKS

11907 434<sup>TH</sup> AVENUE | LAKE CITY, SD 57247

If first time Vendor Please list any PAST EXPERIENCE in food concession operations and a description of your booth:

The Fort Sisseton Historical Festival does not assume responsibility for loss, damage or theft of property or materials. We understand we are responsible for collecting and reporting the applicable state sales tax. We understand our menu items are to be limited to only those listed in this application and approved by Festival Management.

**EXHIBITOR/VENDOR** agrees to hold harmless and indemnify the State of South Dakota, its officers, agents and employees, from and against any and all actions, suits, damages, liability or other proceedings which may arise as the result of conducting Exhibitor/Vendor activities hereunder. This section does not require EXHIBITOR/VENDOR to be responsible for or defend against claims or damages arising solely from errors or omissions of the STATE, its officers, agents or employees.

Signature

Date

