



# Youth & Family Services Kids Fair 2026 Booth Rental Agreement

Youth & Family Services' Kids Fair is a signature event that offers entertainment and hands-on activities for children of all ages. 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 must offer a free, hands-on activity for children. Activities may be educational, recreational, or cultural, but definitely must be enjoyable!

**Kids Fair will be held at The Monument in Rapid City. Date and times for the 2026 Kids Fair are:**

<b>April 10, 2026</b>	<b>Noon – 7 p.m.</b>	<b>Friday</b>	<b>Set Up</b>
<b>April 11, 2026</b>	<b>8:30 a.m. – 4 p.m.</b>	<b>Saturday</b>	<b>Kids Fair</b>
<b>April 12, 2026</b>	<b>Noon – 4 p.m.</b>	<b>Sunday</b>	<b>Kids Fair</b>
<b>April 12, 2026</b>	<b>4 p.m. – 6 p.m.</b>	<b>Sunday</b>	<b>Tear Down</b>

*Youth & Family Services (YFS) is a nonprofit organization with 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 further certify that I have the authority to execute this contract on behalf of this business/organization/exhibit; that I have read the Exhibitor's Policies and Procedures; that I understand those policies; 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/Exhibitor:** \_\_\_\_\_

**Mailing Address:** \_\_\_\_\_

**City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip:** \_\_\_\_\_

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

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

**Email:** \_\_\_\_\_ **Date:** \_\_\_\_\_

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

**To guarantee your booth space at Kids Fair, return this form with your payment and Certificate of Liability Insurance (see Requirements on page 4) to YFS by March 27, 2026. Please copy this agreement for your records.**

Please submit this form via mail, fax, or email to:

Youth & Family Service Kids Fair  
1920 N Plaza Blvd.  
Rapid City, SD 57702  
Fax: 605-342-0693  
Email: [anichols@youthandfamilyservices.org](mailto:anichols@youthandfamilyservices.org)

**Booth Rental Options**

Kids Fair Booth Size Options	Fees	Misc. Booth Fees	Fees
1 Booth Space (10' x 10')	\$300	110-volt outlet	\$50
2 Booth Spaces (10' x 20')	\$450	Table(s) (includes linens)	\$26 per table
3 Booth Spaces (10' x 30')	\$600	Chair(s)	\$5 per chair
Pod Space (20' x 20')	\$1,000		

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

**Booth fee does not include:** Table or chairs (rentals are available upon request). Please see pricing above. Table rentals include coverings. Vendors are welcome to bring their own tables and chairs. **Tables or chairs must be ordered in advance.**

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

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

I will require table(s) \_\_\_\_\_ X \$26 each = \$ \_\_\_\_\_

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

Presale Kids Fair tickets \_\_\_\_\_ X \$5 each = \$ \_\_\_\_\_      **Total Due = \$ \_\_\_\_\_**

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

Total number of Exhibitor Wristbands needed for adults working in your booth (free): \_\_\_\_\_  
 Wristbands are required for exhibitors to enter the event without paying admission fee. **All volunteers and/or staff within exhibitor booths must be 13 years of age or older. (Exceptions to age restriction must be approved in advance by YFS' Chief Development Officer.)**

\_\_\_\_\_ **Check Enclosed**      **Total Payment Included: \$** \_\_\_\_\_

**Credit Card Number:** \_\_\_\_\_ **Exp. Date:** \_\_\_\_\_ **CVV #:** \_\_\_\_\_

**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 activity your booth will provide (including age appropriateness, materials used, and time spent with each child). **This must be submitted by March 27, 2026.**

\_\_\_\_\_

\_\_\_\_\_

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

\_\_\_\_\_

\_\_\_\_\_

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 Monument. 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 violating these policies or procedures, no rent shall be refunded.

### **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 and/or staff within exhibitor booths must be 13 years of age or older. (Exceptions to age restriction must be approved in advance by YFS' Chief Development Officer.)**

All volunteers and/or staff for your booth must wear a Kids Fair Exhibitor Wristband. Wristbands will be mailed to you prior to the event. Exhibitor Wristbands 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.

***Exhibitors will be required to purchase a ticket for children under the age of 13 who accompany them or their volunteer staff. Tickets are available for pre-sale (see page 2) or purchase at the door the day of the event.***

### **SOCIAL MEDIA:**

Youth & Family Services will create an official Facebook event for the Kids Fair. Exhibitors are asked to share the link to the official Kids Fair's event page with their followers, noting their participation. Exhibitors are asked to refrain from creating their own Kids Fair event page to reduce miscommunication about event information.

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

If the exhibitor fails to occupy the rented space on the first day of the Kids Fair by 8:00 a.m. or fails to comply with any other term of this agreement, YFS shall have the right to use such space. No refunds will be issued if space or any portion of it 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. Any balance will be refunded to the exhibitor in an equitable manner.

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

Exhibitors interested in sharing their booth space with another business or organization must have written consent from YFS by **March 27, 2026**. 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. **Exhibitors are not permitted to solicit donations or tips.**

### **FOOD VENDORS:**

Vendors selling or giving away food must be pre-approved by both YFS and The Monument. The Monument may require food vendors to remit payment for a portion of total food sales.

### **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 (March 27, 2026).** Exhibitors will not be allowed to set up unless payment and all documentation have been submitted. Failure to make payment constitutes a 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 8:00 a.m. on Saturday, April 11, 2026. Exhibitors must ensure their spaces are staffed for the entire two-day event. Exhibitors may not begin the teardown of their booth until the Kids Fair closes at 4 p.m. on Sunday, April 12, 2026. All booth exhibits must be removed from The Monument by 6 p.m. on April 12, 2026. **Exhibitors will be charged a \$250 penalty if they tear down or leave prior to 4 p.m. on Sunday, April 12, 2026.** 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 the exhibitor and Youth & Family Services from claims that could arise out of or result from the exhibitor's activities. Neither YFS nor The Monument 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 the agreement after he/she has been assigned a space, and such notification is received before **March 27, 2026**, YFS shall retain half of the booth fee and return the remaining half. After **March 27, 2026**, the exhibitor forfeits any refund whatsoever. Monies retained by YFS in the event of cancellation are liquidated damages by the 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 The Monument's 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. Water activities, swimming pools, and other uses of water are not permitted without YFS' approval.
6. No animals are permitted into the building with the exception of those approved by YFS for exhibits and those that meet the definition of service animal -- and have the appropriate documentation.
7. Combustion engines, propane tanks, and any other flammable items such as decorative materials, are subject to The Monument and Fire Marshal restrictions.
8. It is illegal for exhibitors to bring alcoholic beverages into the building for any purpose.
9. **Canopy tents and helium balloons are not permitted at Kids Fair due to YFS' contract with The Monument.**