

49th Annual West Boulevard Summer Festival June 20 & 21 2026 **Wilson Park | Rapid City, South Dakota**

It is our pleasure to invite you to join us at the 49th Annual West Boulevard Summer Festival (WBSF) held June 20 & 21, 2026! This event is organized by the West Boulevard Neighborhood Association. The proceeds from the WBSF are used to keep our neighborhood association active year round and keep this event coming back year after year! The WBSF is held in Rapid City's Wilson Park, full of many mature trees with plenty of flower beds and green grass. Please keep in mind that this is an **outdoor event with varying weather conditions.**

The Festival hours are **Saturday, June 20 from 8:00am to 6:00pm and Sunday, June 21 from 10:00am-4:00pm.** Set up will be **Friday, June 19 from 7:00am to 6:00pm.**

All vendors must be **set up by 8:00am** on Saturday and are expected to remain open for the stated hours of the Festival. **No vendors may disassemble their booths before 4:00pm on Sunday without permission from the Festival Director, Sharissa Stevens.**

- Not all booth locations are guaranteed to be perfectly level.
- Vendors are to supply their own tent, tables, and equipment.
- Security will be provided Friday and Saturday nights.

It is the responsibility of each vendor to collect the appropriate city and state sales tax-6.2%. There is also a 1.5% tourism tax charged by the state of South Dakota. More information can be found [here](#). Vendors will receive information from the SD Department of Revenue during registration. The WBSF submits a list of all vendors to the SD Department of Revenue after the Festival. Applications for a South Dakota sales tax license can be found [here](#).

All items in your booth must be hand crafted, unique, or have obvious signs that it was personally altered. We are looking for vendors whose items are creative, original, and of good quality. We do not allow **any** buy/sell vendors. If items in your booth do not fit our criteria you may be asked to remove them for sale at the WBSF. Please include pictures of your crafted items along with your application for approval by the Summer Festival Committee. This Festival attracts a wide variety of visitors, so vendors with a range of items and prices have been more successful.

We anticipate a successful event and wish you all the best! If you have any questions, please email us at wblvdevents@gmail.com.

-West Boulevard Summer Festival & West Boulevard Neighborhood Association

Booth Information

Arts & Crafts Vendors

_____ 10'x10' Arts & Crafts Booth

- \$200 per booth space before April 15, 2026**
- \$250 per booth space after April 15, 2026** (*Register early to save \$50!*)
 - If electricity is required, **an additional fee of \$30 per booth must be paid.** Spaces with electricity are limited and assigned on a first come, first serve basis. Fees are for one 120v outlet. Vendors must supply their own extension cords; and cords must be in good condition. All booths may be subject to inspection by the state fire marshal.

Electric needs: _____

Food Vendors

_____ 12'x12' Food Booth-

- **\$250 per booth space before April 15, 2026**
- **\$300 per booth space after April 15, 2026** (*Register early to save \$50!*)

**At this time food trucks are not allowed to park on the grass. Food vendors must set up tents or a small trailer. Contact the Festival Director for more information.*

- Electricity included- two outlets available per trailer. Vendors will need to supply 100 ft heavy duty electrical cables.
- Ten food booth applications will be accepted, so availability is limited. Food vendors will be accepted on an individual basis upon approval by the Summer Festival Committee.
- Health Department compliance is the vendor's responsibility! Food vendors must obtain a temporary food license if they do not already have one. This must be done at least 14 days before the event. Applications can be found [here](#).
- Please include the menu you intend to sell at the WBSF. To ensure a variety of food options and to keep sales fair for all vendors, the WBSF has the right to refuse participation to vendors selling the same food item.

Electric needs: _____

**All utilities will be marked prior to set up. Tent stakes are allowed; please be mindful of placement. If there is damage to underground sprinklers there will be a \$50 fee for damages.*

Reserve your booth early for best placement! To get the early registration price, applications must be postmarked on or before April 15, 2026. If you have questions, please contact the West Boulevard Summer Festival Director, Sharissa Stevens at wblvdevents@gmail.com or 605-391-5794.

Vendor Information

Name: _____

Business Name: _____

Address: _____

City, State, Zip Code: _____

Email Address: _____

Phone Number: _____ **SD Sales Tax License #:** _____

Website: _____

Description of products for sale in booth: _____

Category: Bath & Body Canned or Baked Goods Children's Activities
 Clothing Educational Glass Graphics Jewelry Leather Metal
 Mixed Media Painting Photography Pottery/Ceramics Sculpture
 Textiles/Fibers Toys Vintage/Antique Wood
 Other, not listed: _____

**Please provide photos of items for sale in your booth as well as a picture of your booth fully set up. Category will be used for consideration when assigning booth spaces. We will also provide a vendor directory. If you do not select a category, the WBSF will select one based on the booth description provided.*

Previous booth number: _____ **Requesting the same booth number?** Yes No

Number of booth spaces: _____

Electricity? Yes No **food booth fees include electricity*

Additional Notes/Special requests: _____

**Notes and requests are considered but not guaranteed.*

Total payment enclosed: \$ _____

Check #: _____ *Please make checks payable to: **West Boulevard Summer Festival**

Card Number: _____

Expiration Date: ____/____ CCV: _____ Billing Zip Code: _____

Name on Card: _____

Signature: _____

**If paying by credit card, a service fee of 4% will be charged.*

Application checklist-

- Completed and signed application
- At least 5 quality photos _____ Emailed _____ Physical copies included
- Payment- check or credit card
- Proof of insurance _____ Will send before June 1, 2026

TO BE SIGNED BY THE APPLICANT

- I read and understand the information regarding booth spaces and restrictions for the category for which I applied. I agree to comply with these restrictions.
- I agree that I will not hold the West Boulevard Summer Festival or the West Boulevard Neighborhood Association responsible for any loss or damage to property.
- I agree that it is my responsibility to comply with all applicable state and or city laws, such as collection and payment of any sales taxes on items sold, tent fire code, and/or health regulations for my booth.
- I agree to accept sole responsibility for the booth applied for and that my entry fee is **NOT** refundable nor may it be transferred without written permission from the West Boulevard Summer Festival.
- Payment is due in full with application. Your application will not be processed until payment is received.
- Vendors are required to be open and operational for the entire festival. Vendors must be set up by 8:00am on Saturday and may begin tearing down at 4:00pm on Sunday.

Applicant Signature

Date

Mail completed application to:
West Boulevard Summer Festival (WBSF)
1601 Mount Rushmore Road Suite 3 #221
Rapid City, SD 57701

IMPORTANT INSURANCE INFORMATION

If the certificate holder is an Additional Insured, the policy(ies) must be endorsed. A statement on the certificate does not confer rights to the certificate holder in lieu of such endorsements.

If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsements.

DISCLAIMER

This certificate of insurance does not constitute a contract between the issuing insurer(s), authorized representative or producer, and the certificate holder, nor does it affirmatively or negatively amend, extend or alter the coverage afforded by the policies listed thereon.

REQUIREMENTS

All food vendors and children's rides are required to provide proof of insurance with the West Boulevard Neighborhood Association Summer Festival listed as the certificate holder. All other vendors are encouraged to do the same. Please send proof of insurance with your application.

Thank you for your cooperation! If you have any questions, please feel free to contact the West Boulevard Summer Festival Director:

Sharissa Stevens
wblvdevents@gmail.com
605-391-5794

West Boulevard Neighborhood Association
1601 Mt. Rushmore Road Suite 3 #221 | Rapid City, SD 57701

FIRE CODE

- Structural stability of all temporary membrane structures shall be properly constructed to prevent collapse.
- Upon completion of the placement or construction of permanent or temporary structures, the Building Inspection and Fire Department must be called to inspect the structure. Please call 605-394-4157 and 605-394-5233.
- No storage or excess product allowed in booth.
- **Fire lane to be maintained throughout the show. Barricade of some means shall be used to help define the fire lane access points if required.**
- Loading and unloading will be allowed in the fire lane as long as a licensed driver with the vehicle's keys remains in the vehicle.
- No setup or teardown during the show hours.
- All pressurized tanks shall be secured to prevent tip over.
- Maximum size LP-gas cylinder shall be one 100-pound DOT cylinder.
- Cooking devices that produce grease laden vapors shall be required to have a Class "K" extinguisher with a current service tag per cooking device and the proper tight fitting lids for that device within their booth. A 2A:B:C extinguisher shall be required in all other food booths.

Number of fire extinguishers required as per Fire Prevention Division	
200 to 500 square feet	One 2-A:10-B:C
501 to 1000 square feet	Two 2-A:10-B:C
Each additional 2000 square feet	One 2-A:10-B:C
Each kitchen and mess hall	Class K
Power generator and transformer	One 40:B:C
Flammable or combustible liquids area	One 40:B:C
Others as required by the chief	

**Number of Exits:
TABLE 3211-A
MINIMUM NUMBER OF MEANS OF EGRESS AND MEANS OF EGRESS WIDTHS FROM TEMPORARY
MEMBRANE STRUCTURES, TENTS, AND CANOPIES**

Occupant Load	Minimum # of Means of Egress	Minimum Width of Each Means of Egress (Inches) x25.4 for mm	
		Tent or Canopy	Membrane Structure
10-199	2	72	36
200-499	3	72	72
500-999	4	96	72
1,000-1,999	5	120	96
2,000-2,999	6	120	96
Over 3,000	7	120	96

Additional information can be found here:

FIRE AND LIFE SAFETY REGULATIONS FOR INDOOR/OUTDOOR PUBLIC ASSEMBLY FUNCTIONS
https://www.rcgov.org/index.php?option=com_docman&view=download&alias=2831-public-assembly-regulations&category_slug=fire-departmen&Itemid=149