



Return application to: Downtown Sioux Falls, Inc.
230 S Phillips Ave, Ste 102
Sioux Falls, SD 57104



Specialty Food Vendor Application

Event Date: August 19, 2017

Application must be received by July 14, 2017

<i>Business Name:</i>			
<i>Mailing Address:</i>		<i>City:</i>	<i>State:</i>
			<i>Zip Code:</i>
<i>Contact Name:</i>		<i>Email Address:</i>	
<i>Phone Number – Day:</i>	<i>Phone Number – Evening:</i>	<i>Phone Number – Cell:</i>	
<i>SD Sales Tax Number:</i>	<i>Will you need electricity during the event? (electrical needs cannot be guaranteed)</i> <input type="checkbox"/> YES, (How many 20 amp circuits at 120 volts do you need? _____) Please check here ___ if you will need a 220 outlet (extra charge may apply) <input type="checkbox"/> NO		
<i>Description of booth set up (trailer, concession stand, display tables, etc.) and space needed:</i>			
<i>Method of cooking:</i> <input type="checkbox"/> Gas <input type="checkbox"/> Electric <input type="checkbox"/> Charcoal <input type="checkbox"/> Other _____			
<i>List your top 3 menu choices, packaging/serving container (ABSOLUTELY NO Styrofoam products), and pricing (ATTACH FULL MENU):</i>			
	<u>Menu Item</u>	<u>Packaging/Serving Container</u>	<u>Menu Price</u>
1.			
2.			
3.			
<i>All items below MUST accompany application:</i>			
<input type="checkbox"/>	Specialty Food Vendor Fee* - \$250 or \$200 for non-profit for a 10' x 10' space + \$1.50/additional sq. ft. Space needed: _____		
<input type="checkbox"/>	Vendor Clean up Deposit – separate \$225 check (Amount refundable if no labor or cleaning services are needed for your area afterwards. Deposit will be kept if you fail to show up to the event or use Styrofoam.)		
<input type="checkbox"/>	Copy of General Liability Insurance Policy listing “Downtown Sioux Falls, Inc.” and “City of Sioux Falls” as additionally insured		
Make checks payable to: Downtown Sioux Falls, Inc.			
*Please note: if submitted after 7/14/17, vendor fee increases to \$400 + \$2/additional sq. ft. and subject to availability. Call office for details.			
*DTSF members receive \$50 discount off vendor fee.			
<small>The Downtown Riverfest Committee will review all applications and reserves the right to reject any application. DTSF and organizers of its events make no guarantee regarding profit to be made by vendors. Vendors and exhibitors will comply with the guidelines and rules as determined for DTSF sponsored events. Noncompliance will result in revocation of the privilege to vend or exhibit at this event. The undersigned certifies that he or she has read the Downtown Riverfest 2017 Specialty Food Vendor Guidelines provided with the application and agrees to abide by them. All vendors are responsible for complying with all City of Sioux Falls and State of South Dakota rules and regulations pertaining to selling items and preparing and selling food or beverages. The undersigned also certifies that he or she agrees to indemnify and hold harmless the City of Sioux Falls, Downtown Sioux Falls Inc., Downtown Riverfest 2017 Planning Committee members, Downtown Riverfest 2017 sponsors, building owners and tenants from all damages, liabilities, costs and expenditures, including all legal fees, which may occur by reason of use of the designated site or participation in Downtown Riverfest 2017.</small>			

I have read and agree to abide by the above statements and the attached Downtown Riverfest 2017 Specialty Food Vendor Guidelines.

Signature: _____ Date: _____

Printed Name: _____ DTSF Signature: _____

OFFICE USE: CK1 # _____ Amt: _____ CK2 # _____ Amt: _____ RECEIVED: _____
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Logistical Information

The 5th Annual Downtown Riverfest will run from 4:00 – 11:00pm on the downtown riverfront from 8th Street to south of 6th Street. Estimated attendance is 15,000. We will accept approximately 8-12 food vendors. There will be musical entertainment on the amphitheatre, special lighting elements and fireworks at the end of the night. Vendors must be completely set up and ready for business by 3:30pm and begin tear down promptly at 11:00pm. Set up will likely begin at 11:30am the morning of the event – with scheduled arrival times. Vendors must be prepared for electrical & health inspections; these will likely take place starting at 2:30pm. Booths may only be set up in designated areas. Specialty Food Vendors will be given a map prior to the event indicating their location.

Vendor Selection Process

DTSF members will receive first consideration to obtain a food booth. Once those are chosen, we will select outside vendors based on the following criteria:

- Uniqueness and attractiveness of product
- Reasonable prices/good product value to customers
- Opportunity for new vendors/variety
- Past Participation – any past working experience between DTSF and vendor must be positive. Was vendor...
 - Courteous to DTSF staff and customers?
 - Obedient of rules?
 - Adherent to offering products stated in application?
- Attractive, clean setup
- Met recycling and packaging/container guidelines
- Timeliness of complete application submission

Vendor Placement

Placement will be determined by the needs of the event. No location requests are guaranteed.

Quality of Presentation/Equipment, Fire & Cleaning Regulations

- All vendors must have a professional presentation, and will be responsible for supplying own canopy, equipment, garbage receptacle and whatever else is necessary for the successful booth operation. Signage and banners need to be clean and professional looking.
- No charcoal grills are allowed.
- If you are cooking with grease, you must provide your own tarpaulin, which must cover the full footprint of your cooking area.
- All vendors that cook anything **must have an ABC fire extinguisher** on hand. All vendors that cook with grease **must also have a Class K fire extinguisher** on hand at the event. A fire inspection may take place. Fire extinguishers must have a current tag.
- All vendors must dispose of their trash and recyclables properly. Garbage receptacles will be provided, but grease and large amounts of food waste are not allowed. Please do not leave your trash bags next to event garbage receptacles. If they don't fit, or will cause the bin to overflow, you must haul them out with you.
- All vendors must bring their own water.
- **ENFORCED in 2017: We will not permit the use of Styrofoam containers in the event area. We request the use of paper or cardboard containers as they are recyclable and/or biodegradable in a landfill, and ask you to minimize wrappers for straws or utensils, as they create a large amount of litter.**
- **No plastic bags** – vendors will not be allowed to hand out products in plastic bags. Paper or reusable bags are acceptable.
- A separate cleaning deposit check is required, but will only be cashed if additional labor or cleaning services are needed to clean your area afterwards OR if you do not show up to the event **OR if you use Styrofoam**. If not cashed, this check will be returned after the event.



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Electricity

- DTSF will attempt to provide power to vendors, but venue restrictions may require some vendors to provide their own generators.
- Vendors must supply their own heavy-duty extension cords and **indicate on the application** how much power is needed. We will do our best to accommodate and inform you if we can't.
- DTSF will have an electrician on site to assist with hook-up, and an electrical inspection will take place prior to the event starting. **A fee may be charged to each vendor for this inspection**, as required by Law.

Menu Choices

Please fill out your preferred menu choices with your application. We will do our best to honor those choices, but we cannot guarantee all items will be allowed. We do not want numerous vendors selling the same thing at any given event.

Beverage Policy

- Specialty food vendors will not be allowed to sell or give away commercially packaged beverages such as water, soda, beer, or wine.
- Food vendors wishing to sell a "homemade" or no-brand product such as lemonade, coffee, or smoothies, should indicate so on their application as part of the menu selection. Allowances for these types of beverages will be made on a case-by-case basis.

Insurance Requirements

Vendors must have liability insurance for this event. At time of application, we ask that you **submit a copy of your General Liability Insurance Policy listing Downtown Sioux Falls, Inc. and the City of Sioux Falls as additionally insured**. No one will be allowed to vend at the Downtown Riverfest without this proof of liability. If you have already submitted this to DTSF for a previous 2017 event and it is valid through at least August 19, 2017, you do not need to submit it again.

Application Deadline, Acceptance Notification and How to Apply

- We will accept applications up until the deadline of **July 14, 2017** or until all available spaces are full.
- You must submit the completed application along with two **separate** checks, one for the vendor fee and one for the cleaning deposit. The vendor fee will not be cashed until you are accepted, and the cleaning deposit will only be cashed after the event if additional labor or cleaning fees are needed to clean your area afterwards OR if you do not show up to the event.
- If you **are not** accepted, you will be notified by email by July 26, 2017, and both checks will be returned. Otherwise, you will receive a participant packet (emailed) with set-up information approximately 2 weeks prior to the event.
- There will be **no refunds** once accepted to the event, even if the event is hindered or canceled due to weather, or for any other situation. All funds are fully committed to the production, promotion, and marketing of the event.



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Sales Tax Information

South Dakota Sales Tax License: No charge to obtain a license through the SD Dept. of Revenue
Contact Information: Carole Mathieu
South Dakota Department of Revenue
300 S Sycamore Ave, Ste 102
Sioux Falls, SD 57110
605-367-5800

- All vendors are required to pay taxes on sales of products sold. Applicable tax rates at this event include:
 - State Sales Tax = 4.5%
 - Sioux Falls Municipal Sales Tax = 2%
 - Tourism Tax = 1.5%
 - MGR Tax on Sale of Food & Beverage = 1%
- The names of registered event vendors will be submitted to the South Dakota Department of Revenue. Each vendor will be responsible for submitting the appropriate tax, if any. An event return will be provided to all vendors to complete. If you have a permanent SD sales tax license, complete name/address portion including your license number and return to the Department of Revenue. Pay your sales tax due on your regular license return. If you do not have a permanent SD sales tax license number, complete the form and return it with your tax due to the Department of Revenue. Please contact the Dept of Revenue at the address above to verify rates and for more information.

Food License Information

South Dakota Food Service License: Fee varies based on seating

City of Sioux Falls Operating Permit: Fee varies based on square footage

Contact Information: City of Sioux Falls Health Department
(For both SD Food License 521 N Main Ave, Ste 101
And City Operating Permit) Sioux Falls, SD 57104
605-367-8760 - <http://www.siouxfalls.org/health.aspx>

- Anyone who serves food to the public must obtain and prepare that food from an inspected facility that has earned a South Dakota Food Service License. This includes restaurants, mobile food service vehicles, etc. This food must be stored and served as per Health Department regulations. Contact them above for information.

Temporary Food Service License: \$70 fee (\$32 for non-profit)

Contact Information: City of Sioux Falls Health Department
521 N Main Ave, Ste 101
Sioux Falls, SD 57104
605-367-8760

- If a vendor wants to prepare and/or serve food and/or beverages at only one event, they can apply for a temporary license from the City Health Department and comply with the regulations of that permit. Contact them above for information.

Questions?

Contact Steven Dahlmeier at steven@dtsf.com or 605-338-4009