



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



**DOWN TOWN | SIOUX FALLS**

**Product/Display 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 (tent, display tables, etc.) and space needed:</i>				
<i>List the products you wish to sell or give away:</i>				
<i>All items below <b>MUST</b> accompany application:</i>				
<input type="checkbox"/> Vendor Fee* (10x10 space) - \$175 or \$140 for non-profit + \$1.50/additional sq. ft. Space needed: _____				
<input type="checkbox"/> Vendor Clean up Deposit – <b>separate \$50 check</b> (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.)				
<input type="checkbox"/> Copy of General Liability Insurance Policy listing “Downtown Sioux Falls, Inc.” and the “City of Sioux Falls” as additionally insured				
<b>Make checks payable to: Downtown Sioux Falls, Inc.</b>				
<p><i>*Please note: if after 7/14/17, fee is \$375 + \$2/additional sq. ft. and subject to availability. Call office for details.</i></p> <p><b>*DTSF members receive \$50 discount.</b></p>				
<p>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 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. 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.</p>				

**I have read and agree to abide by the above statements and the attached Downtown Riverfest 2017 Product/Display Vendor Guidelines.**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_ DTSF Signature: \_\_\_\_\_

**OFFICE USE:** CK1 # \_\_\_\_\_ Amt: \_\_\_\_\_ CK2 # \_\_\_\_\_ Amt: \_\_\_\_\_ RECEIVED: \_\_\_\_\_



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### Logistical Information

Downtown Riverfest will run from 4:00 – 11:00pm on the downtown riverfront from 8<sup>th</sup> Street to south of 6<sup>th</sup> Street. Estimated attendance is 15,000. 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 4:00pm and begin tear down promptly at 11:00pm. Set up will likely begin at 12:30pm the afternoon of the event. If applicable, vendors must be prepared for electrical inspections; these will likely take place starting at 1:30pm. Booths may only be set up in the designated area. Unless otherwise noted, vendors will be placed on a hard surface (Raven Industries parking lot). Product/Display 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 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
- Timeliness of complete application submission

### Vendor Placement

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

### Number of Vendors

Due to space restrictions, we will be limiting the number of Display Vendors for 2017. You will be notified if your booth was selected. We will do all we can to fit as many as possible.

### Quality of Presentation/Equipment, Fire & Cleaning Regulations

- All vendors must have a professional presentation, and will be responsible for supplying own canopy, tables, chairs, equipment, garbage receptacle and whatever else is necessary for the successful booth operation. Signage and banners need to be clean and professional looking.
- All vendors must dispose of their trash and recyclables properly.
- 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. If not cashed, this check will be returned after the event.
- **NEW:** No plastic bags – vendors will not be allowed to hand out products in plastic bags. Paper or reusable bags are acceptable.
- **NEW:** No Styrofoam – vendors will not be allowed to use or hand out items in Styrofoam.

### Electricity

- DTSF will attempt to provide power to vendors, but venue restrictions may require some vendors to provide their own generators or go without power.
- 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.



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### 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 22, 2016, and both checks will be returned. Otherwise, you will receive a participant packet 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.

### 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.

### Questions?

**Contact:** Steven Dahlmeier, DTSF Events Manager  
[steven@dtsf.com](mailto:steven@dtsf.com) 605-338-4009