



# Specialty Food Vendor Application

Event Date: 8/16/14  
4:00pm – 11:00pm

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

**Application Deadline: July 9, 2014**

<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 (wagon, 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 (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 <b>MUST</b> accompany application:</i>				
<input type="checkbox"/>	Specialty Food Vendor Fee (\$225 for 10' x 10' space + \$1/additional sq. ft.)* Space needed: _____		<b>*Please note: if after 7/9/14, fee is \$375 + \$2/additional sq. ft. and subject to availability. Call office for details. DTSF members receive \$50 discount.</b>	
<input type="checkbox"/>	Vendor Clean up Deposit – separate check (\$225)			
<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>				
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 2014 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 2014 Planning Committee members, Downtown Riverfest 2014 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 2014.				

**I have read and agree to abide by the above statements and the attached Downtown Riverfest 2014 Specialty Food Vendor Guidelines.**

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

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

Printed Name: \_\_\_\_\_



Event Date: Aug 16<sup>th</sup>, 2014

## 2014 Specialty Food Vendor Guidelines

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### LOGISTICAL INFORMATION

The second annual 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 10,000. We will accept approximately 7-11 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 4:00pm and begin tear down promptly at 11:00pm. Set up will likely begin at 12:30pm the afternoon of the event. Vendors must be prepared for electrical & health inspections; these will likely take place starting at 2:30pm. Booths may only be set up in the designated area. Specialty Food Vendors will be given a map prior to the event indicating their location.

### VENDOR SELECTION PROCESS

Local restaurants who are DTSF members will have the first option 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 (You are encouraged to submit a picture of your booth.)
- Timeliness of complete application submission

### VENDOR PLACEMENT

Vendor placement will be determined by needs of the event and the date on which DTSF received the application along with two separate checks, one for the vendor fee and one for the cleaning deposit. **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 successful booth operation. Signage and banners need to be clean and professional looking.
- 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. Dumpsters will be provided, but grease and large amounts of food waste are not allowed.
- All vendors must bring their own water.
- **We do not permit the use of Styrofoam containers in the event area. We request the use of paper or cardboard containers as they are more biodegradable in a landfill and ask you to minimize wrappers for straws or utensils, as they create a large amount of litter.**
- 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 shredded after the event.



Event Date: Aug 16<sup>th</sup>, 2014

## 2014 Specialty Food Vendor Guidelines Continued

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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.

### 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 Downtown Riverfest without this proof of liability. If you have already submitted this to DTSF for a previous 2014 event and it is valid through at least August 16, 2014, 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 9, 2014** 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 25, 2014, and both checks will be shredded.** 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 Downtown Riverfest, 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 & Food License Information

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### Sales Tax Information

**South Dakota Sales Tax License** No charge  
**Contact Information** Sharon Rehfeldt  
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%
  - 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 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 which 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.