



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



Product/Display Booth Vendor Application

Event Date: July 12, 2017 5:30-10:30pm

Applications must be received by May 19, 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 (N/A if you aren't selling anything):</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 (canopy, display tables, etc.) and space needed:</i>				
<i>List products you wish to sell or give away and describe distribution methods:</i>				
<i>All items below MUST accompany application:</i>				
<input type="checkbox"/> Vendor Fee* (10x10 space) - \$300 or \$240 for non-profit + \$1.50/additional sq. ft. Space needed: _____				
<input type="checkbox"/> Vendor Clean up Deposit – separate \$100 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.)				
<input type="checkbox"/> Copy of General Liability Insurance Policy listing “Downtown Sioux Falls, Inc.” and the “City of Sioux Falls” as additionally insured				
Make checks payable to: Downtown Sioux Falls, Inc.				
<p><i>*Please note: if after 5/19/17, vendor fee increases to \$450 + \$2/additional sq. ft. and subject to availability. Call office for details.</i></p> <p><i>*DTSF members receive a \$50 discount.</i></p>				
<small>Product Vendors may NOT sell or give away beverages unless permission is expressly granted by Downtown Sioux Falls, Inc. (DTSF). DTSF is the exclusive beverage vendor. DTSF may contract with certain vendors as beverage selling agents. The Hot Summer Nites Planning 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 receive and 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 Hot Summer Nites 2017 Product 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., Hot Summer Nites Planning Committee members, Hot Summer Nites 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 Hot Summer Nites 2017.</small>				

I have read and agree to abide by the above statements and the attached Hot Summer Nites 2017 Product/Display Booth Vendor Guidelines.

Signature: _____ Date: _____

Printed Name: _____ DTSF Signature: _____

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

Hot Summer Nites will run from 5:30 – 10:30 p.m. Estimated attendance is 10,000 – 15,000. We will accept approximately 10 product vendors. There will be on stage musical entertainment. Vendors must be completely set up and ready for business by 5:30 p.m. and begin tear down promptly at 10:30 p.m. Set up will likely begin at 1:30p.m. on the afternoon of the event. If using electricity, vendors must be prepared for electrical inspections; these will likely take place starting at 2:30. Booths may only be set up in the designated area. Vendors will be given a map prior to the event indicating their location.

- Each vendor is responsible for supplying tables, chairs, a canopy, equipment, a garbage receptacle and other needs for operations.
- Each vendor must keep the area surrounding their booth location clean during the event; garbage bags must be replaced as needed. Vendors will also be responsible for cleaning the immediate area after the event before they leave. **Vendors are asked to submit a separate cleaning deposit check of \$100, which will not be cashed unless vendor does not show up to event or as long their space is left as clean as they found it.** If not cashed, this check will be returned after the event. Designated dumpster locations will be provided; recycling is expected.
- DTSF may be able to provide power if needed. 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 onsite to assist with hook-up, and an electrical inspection will take place prior to the event starting. **A fee may be charged for this inspection**, as required by SD State Law.
- Instructions concerning the exact time and location in which vendor space may be accessed will be sent to applicants prior to the event. All vendors must be completely set up and ready for business by 5:30pm on July 12, 2017. Any electrical components must be set up by electrical inspection time, probably 2:30pm (will be specified in vendor packet).
- Vendors must have liability insurance for this event. At the time of application, we ask that you **submit a copy of your General Liability Insurance certificate listing "Downtown Sioux Falls, Inc." and the "City of Sioux Falls" as additionally insured.** No one will be allowed to vend at Hot Summer Nites without this proof of liability.
- No beverages may be sold or given away by vendors unless specifically authorized by DTSF.
- We will accept applications up until the deadline of **May 19, 2017** or until all available spaces are full.
- If you **are not** accepted, you will be notified by email by May 25, 2017, and both checks will be returned. Otherwise, you will receive information packets from DTSF including a map giving the location of each product vendor approximately two weeks prior to the event.
- There will be **no refunds** once accepted to Hot Summer Nites, 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.
- **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.



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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

- 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 tax rates and for more information.

Questions?

Contact: Steven Dahlmeier
DTSF Events Manager
steven@dtsf.com
605-338-4009

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