



Retail Vendor Application

June 4, July 2, August 6 & Sept 3, 2021

[Business or Organization Name]	
[Address]	[City, State, Zip]
[Contact]	[Email]
[Cell]	[SD Sales Tax Number]
[Electricity] <input type="checkbox"/> Yes 120v x _____ <input type="checkbox"/> No <input type="checkbox"/> Personal Generator 220v x _____	

[Description] (*canopy, display tables, etc.*)

[Description of interactive component (if applicable)]

All items below **MUST** accompany application:

Vendor Fee* (per date)
 \$50 + \$1.50/additional sq. ft. over 10x10
 (This amount is non-refundable after your acceptance to the event.)

Space needed: _____ 2021 Date(s) requested: June 4 July 2 August 6 September 3

Vendor Clean up Deposit – separate \$50 check (only one \$50 check needed if vending multiple dates)
 (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.)

General Liability Insurance Policy listing "Downtown Sioux Falls, Inc." as additionally insured.

**DTSF members receive a \$50 discount off vendor fee (per date). Make checks payable to: Downtown Sioux Falls, Inc.*

[Small print] Vendors may not sell or give away ANY beverages unless permission is expressly granted by Downtown Sioux Falls, Inc. (DTSF). DTSF is the exclusive beverage vendor. DTSF 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. No refunds will be issued if the event is cancelled. 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 2021 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 Incorporated, 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 the Downtown Block Parties on the East Bank.

I have read and agree to abide by the above statements and the attached Downtown Block Party 2021 Vendor Guidelines.

Signature: _____

Date: _____

Printed Name: _____

DTSF Signature: _____

OFFICE USE: Vendor Fee CK # _____ Amt: _____ Deposit CK # _____ Amt: _____ RECEIVED: _____

Logistical Information

Each Block Party will run from 5:30 – 11:00 p.m. Estimated attendance is 2,000 – 3,000. Seating will be available for attendees, and entertainment will consist of live musical performances on stage. Vendors must be completely set up and ready for business by 5:00 p.m. on selected date(s), and tear down promptly at 11:00pm. Arrival and set up begins between 2:00 – 4:00 p.m. the afternoon of the event. No booths may be set up on the street or sidewalk, only in the designated area. Vendors will be given a map prior to the event indicating their location, which will be determined by the Event Coordinator.

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

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.
- All vendors will be located on pavement. Please come prepared with canopy weights.
- 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.
- **No plastic bags** – vendors will not be allowed to hand out products in plastic bags. Paper or reusable bags are acceptable.
- **No Styrofoam** – vendors will not be allowed to use or hand out items in Styrofoam.

Electricity

- We will do our best to provide a power source to vendors who have requested electrical.
- 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 (pending availability) on site to assist with hook-up.

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. as additionally insured. No one will be allowed to vend at the Downtown Block Party on the Eastbank without proof of liability. If you have already submitted this to DTSF for a previous 2021 event and it is valid through at least September 3, 2021, you do not need to submit it again.

Application Deadline, Acceptance Notification and How to Apply

- We will accept applications up until two weeks prior to the event date, or until all available spaces are full. Please call to check availability if close to event date.
- 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 OR if you use plastic bags or Styrofoam.
- If you are not accepted, you will be notified by email, and both checks will be returned or shredded. 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.

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 Sarah Lovre at events@dtsf.com or 605-338-4009

Return completed application, along with appropriate fees to:

Downtown Sioux Falls, Inc.
Attn: Sarah Lovre
230 South Phillips Ave, Suite 306
Sioux Falls, SD 57104