

# FOOD VENDOR MANUAL

## Table of Contents

<b><u>Page(s)</u></b>	<b><u>Description</u></b>
1	Welcome Letter, Sturgis Motorcycle Rally Director
2	Food Vendor Checklist
3	Overview of Requirements
4	Inspection Requirements
5	General Information
6	City of Sturgis Vendor's License Application
7-9	South Dakota Department of Revenue Sales Tax Information and FAQ's
10-11	Sales Tax Application and Bond Chart
12	Power of Attorney Application
13-17	Temporary Food Service Requirement Checklist
18-19	Temporary Food Service Application
20-21	Division of Highway Patrol Commercial License Fee Information
22	Temporary Commercial Motor Vehicle Permit Application
23-25	Contact Information Directory



Dear Rally Exhibitor,

On behalf of the City of Sturgis I would like to thank you for choosing to be an exhibitor at the 2009 Sturgis Motorcycle Rally. We are proud to host one of the oldest and largest motorcycle events in the world and recognize that vendors contribute greatly to our success and we appreciate your interest in Sturgis.

While the Sturgis Motorcycle Rally offers an excellent business opportunity we know it is an incredible commitment on your end. We have compiled material from the City of Sturgis, Meade County and the State of South Dakota to help you navigate through the process and provide you with all the information necessary to vend at the 2009 Sturgis Motorcycle Rally.

I encourage you to read this material carefully and review the checklist provided to ensure that you will be prepared. City ordinances and state laws pertaining to the Sturgis Motorcycle Rally are also available for you to review. If you should have any further questions don't hesitate to contact the Rally Department. We are here to help.

**NEW FOR 2009 ~ THINGS TO PAY ATTENTION TO!!**

**SD DEPT OF REVENUE SALES TAX LICENSE HOURS OF OPERATION:**

July 29 <sup>th</sup> , 30 <sup>th</sup> , 31 <sup>st</sup>	Hours 9 am to 4 pm
Saturday, August 1 <sup>st</sup>	Hours 9 am to 12 pm
Sunday, August 2 <sup>nd</sup>	CLOSED
August 3 <sup>rd</sup> thru 9 <sup>th</sup>	Hours 9 am to 4 pm

**CITY OF STURGIS FINANCE OFFICE ACCEPTED FORMS OF PAYMENT:**

**CASH--MONEY ORDERS--CASHIER'S CHECKS ARE ACCEPTED FORMS OF PAYMENT! THERE WILL BE AN ATM MACHINE AVAILABLE AT CITY HALL.**

***CREDIT CARDS WILL NO LONGER BE ACCEPTED!!***

***PERSONAL CHECKS WILL NOT BE ACCEPTED!!***

***BUSINESS CHECKS NOT ACCEPTED AFTER 7-1-09!!***

***Starting July 29<sup>th</sup> enter the Sherman Street side doors to obtain your licenses.***

The Sturgis Motorcycle Rally will be celebrating its 69<sup>th</sup> Anniversary August 3<sup>rd</sup> through the 9<sup>th</sup> in 2009. We invite you to be a part of the celebration!

Best Regards,

Brenda Vasknetz, Director  
Sturgis Motorcycle Rally  
605-720-0800 phone  
605-720-0801 fax  
[info@sturgismotorcyclerally.com](mailto:info@sturgismotorcyclerally.com)

## FOOD VENDOR CHECKLIST

*This comprehensive checklist has been provided to help you comply with various ordinances and regulations. The checklist is organized to step you through the process you need to follow to obtain a vendor's license. While every attempt has been made to provide a complete list, vendors still bear full responsibility for compliance with any and all regulations.*

<b>Process</b>	<b>Where</b>	<b>Fees</b>	<b>References</b>
<p><i>Step 1</i></p> <p><b>A permanent vending location</b> (mobile vending is not allowed)</p>	<p>City Property or Private Landowners</p>	<p>Vary</p>	<p>See <b>Vendor Property Rental Listing</b> under Vendor Information at <a href="http://www.sturgismotorcyclerrally.com">www.sturgismotorcyclerrally.com</a></p>
<p><i>Step 2</i></p> <p><b>Obtain Temporary South Dakota Sales Tax License</b></p>	<p>South Dakota Department of Revenue</p>	<p>Bond of \$500.00 for businesses with poor reporting history ONLY.</p>	<p><a href="http://www.state.sd.us/drr2/sturgis/index.html">www.state.sd.us/drr2/sturgis/index.html</a></p> <p>All South Dakota sales tax license holders must obtain a temporary sales tax license if vending in a location other than the permanent licensed location.</p>
<p><i>Step 3</i></p> <p><b>Apply for a health inspection from the SD Department of Health</b></p>	<p>Apply for a health inspection 14 days prior to the event. However, you can set up an inspection time at the Health Department's temporary location at the City Finance Office. Your food stand must be set up prior to inspection.</p>	<p>\$25.00</p> <p>Temporary Food Vendor License payable to the SD Dept. of Health</p>	<p>See <b>South Dakota Department of Health Temporary Food Service Requirements</b></p> <p>or call (605) 773-3364</p>
<p><i>Step 4</i></p> <p><b>Apply for City of Sturgis Vendors License</b> After inspection (if vending within city limits)</p>	<p>See Vendor License Application on this website or call:  Rally Dept. (605)720-0800</p>	<p>\$600.00 (Includes: \$175.00 Sanitation Fee and \$425.00 Vendor Fee)</p>	<p>Available at <a href="http://www.sturgismotorcyclerrally.com">www.sturgismotorcyclerrally.com</a> or by contacting the Rally Department at (605) 720-0800</p>

## OVERVIEW OF REQUIREMENTS

- ✓ Vendor Applications need to be filed with the City of Sturgis Finance Office, 1040 Second Street, Suite #103, Sturgis SD 57785. Application must be accompanied by the appropriate fee and a copy of your temporary South Dakota Sales Tax License.
- ✓ Pre-registration for a vendor application can be processed during the time period of June 1 – June 30, 2009. Or you may obtain your vendor's license upon arrival at the City of Sturgis Finance Office.
- ✓ The City of Sturgis Vendor License Fee must be paid by cash, cashiers check or money order. Do not send cash through the mail.
- ✓ South Dakota Department of Revenue will accept checks for the bond on the temporary sales tax license.
- ✓ Requests for advance sales tax licenses must be received by the South Dakota Department of Revenue no later than July 3, 2009. If a license application is received after this date, the sales tax license packet will not be mailed. However, the application will be processed and the vendor may pick up the license packet at the Revenue Office located at City Hall beginning July 29, 2009.
- ✓ Check with the South Dakota Division of Highway Patrol concerning requirements for commercial vehicle licensing. The phone number is 605-394-2286.
- ✓ **You must pass your health inspection before you can obtain a City of Sturgis Vendors License.**

## INSPECTION REQUIREMENTS

<b>Inspection</b>	<b>Fees</b>	<b>Entity</b>	<b>Reference</b>
<b>South Dakota Health Department</b>	\$38.00	State of South Dakota	See South Dakota Department of Health Temporary Food Service Requirements
<b>Temporary Structure</b>	Included in Vendor License	City of Sturgis	See Temporary Structure Ordinance
<b>City of Sturgis Vendors License</b>	\$600.00	City of Sturgis	See Licensing of Transient Merchants Ordinance
<b>South Dakota Temporary Sales Tax License</b>	Bond for businesses with poor reporting history only	State of South Dakota	See South Dakota Department of Revenue Regulations
<b>Electrical</b>	Inspection fee may be required	State of South Dakota	See South Dakota Electrical Commission Guide

*Note: Your license(s) must be posted in a conspicuous spot so it can be easily seen by inspectors. The City of Sturgis Inspection Team will visit every vendor location within the city limits. They are required to physically see your license(s) and make certain all inspection requirements are adhered to.*

## GENERAL INFORMATION

- 1) **The City of Sturgis accepts no responsibility for any agreement made between the exhibitor and property owner from whom the vendor is renting space.**
- 2) All Sales are subject to South Dakota sales tax. Sales tax within the City of Sturgis for temporary exhibitors is 7.5% for goods and services and **8.5% for food**, beverage & lodging.
- 3) All vending stands, booths, canopies, etc. are required to be set five (5) feet away from all public alleys within the City of Sturgis. Vending in public Right of Ways is prohibited unless otherwise approved by the Sturgis City Council.
- 4) All tarps, canopies, overhangs, etc. utilized for vending stands shall be flame retardant or flame resistant. No other items shall be used. Inspectors will be looking for a fire retardant tag sewn into the tarp.
- 5) The selling of drug paraphernalia is against the law in the State of South Dakota.
- 6) Open containers of malt beverages and/or liquor are illegal in public within the City of Sturgis and the State of South Dakota. Exception: establishments legally licensed for the sale and consumption of said beverage.
- 7) Parking in alleys, no parking zones, yellow zones and designated handicapped parking areas is illegal in the City of Sturgis.
- 8) Indecent exposure as described in the State law and the City ordinances is illegal within the City of Sturgis.
- 9) The City provides street cleaning and garbage pickup throughout the rally. The dumpsters located in the alleys are for merchant use. Please place your garbage in these containers.
- 10) **Public Paid Parking is available behind the Motorcycle Expo (aka the Sturgis Community Center) located on 4<sup>th</sup>/Kinship and Lazelle Streets. Exhibitors are encouraged to park in this area and leave closer parking for your customers.**
- 11) It is a Class 1 Misdemeanor (\$1,000.00 fine/1 year in jail) for a vendor to operate without a State sales tax license. It is a Class II Misdemeanor (\$200.00 fine/30 days in jail) for a vendor to operate without a City vendor license.
- 12) It is a Class II Misdemeanor (\$200.00 fine/30 days in jail) for anyone to sell, display or give away any good or service in a public Right of Way.

TO PRE-REGISTER, THIS FORM MUST BE COMPLETED IN ITS ENTIRETY AND ACCOMPANIED BY THE APPROPRIATE FEE AND A COPY OF YOUR TEMPORARY SOUTH DAKOTA SALES TAX LICENSE.

YOU CANNOT PRE-REGISTER IF YOU ARE A FOOD, TATTOO OR BODY PIERCING VENDOR DUE TO REQUIREMENT THAT YOU OBTAIN A HEALTH INSPECTION!!

**APPLICATION FOR 2009  
STURGIS MOTORCYCLE RALLY VENDOR'S LICENSE**

**CITY OF STURGIS**  
1040 Second Street, Suite #103  
Sturgis, SD 57785  
Phone (605) 347-4422

NAME OF APPLICANT \_\_\_\_\_  
NAME OF BUSINESS \_\_\_\_\_  
ADDRESS \_\_\_\_\_

PHONE NUMBER \_\_\_\_\_

**SD STATE SALES TAX LICENSE NUMBER** \_\_\_\_\_

APPLICATION FOR: \_\_\_\_\_ VENDOR LICENSE \$600.00  
\_\_\_\_\_ FOOD VENDOR LICENSE \$600.00  
\_\_\_\_\_ TATTOO LICENSE \$600.00  
\_\_\_\_\_ BODY PIERCING LICENSE \$600.00

**THE ABOVE \$600 FEE INCLUDES THE \$175.00 SANITATION ASSESSMENT**

\_\_\_\_\_ SANITATION ASSESSMENT ONLY \$175.00  
**(NON-PROFIT AND DISPLAY EXHIBITORS ONLY)**

FOR A PERIOD OF TWELVE (12) DAYS: BEGINNING \_\_\_\_\_  
ENDING \_\_\_\_\_

PHYSICAL STREET ADDRESS OF VENDING LOCATION IN STURGIS:  
\_\_\_\_\_

CONTACT NAME AND PHONE NUMBER OF PROPERTY OWNER:  
\_\_\_\_\_

COMPLETE DESCRIPTION OF ALL GOODS AND/OR SERVICES: \_\_\_\_\_

I agree that any falsification, misstatements or omissions, including those related to location and goods to be sold shall result in immediate revocation of this license and forfeiture of the right to operate within the City limits of Sturgis. It is further understood that payment of applicable state and city sales tax is made a provision of this license. It is further understood that violation of state laws regarding the display or sale of pornographic materials will be grounds for immediate suspension of license and will be prosecuted to the full extent of the law.

AMOUNT RECEIVED \_\_\_\_\_ APPLICANT \_\_\_\_\_ DATE \_\_\_\_\_  
( ) Cashier's Check or Money Order ( ) Cash  
( ) Business Check – accepted for preregistration only until 7-1-09

**Cashier's Checks, Money Orders & Business Checks must be made payable to THE CITY OF STURGIS.**

**CREDIT CARDS WILL NO LONGER BE ACCEPTED!!**

**PERSONAL CHECKS WILL NOT BE ACCEPTED!! BUSINESS CHECKS NOT ACCEPTED AFTER 7-1-09!!**

**\*PRE-REGISTRATION APPLICATIONS MUST BE RECEIVED BY JULY 1, 2009.  
THE CITY WILL NOT PROCESS OR BE HELD RESPONSIBLE FOR APPLICATIONS  
RECEIVED BY MAIL AFTER SAID DATE.**

**The Vendor's License can be obtained after July 1, 2009 at the  
City of Sturgis Finance Office in person only.**

# SOUTH DAKOTA DEPARTMENT OF REVENUE

4447 S. CANYON ROAD, SUITE 6  
RAPID CITY, SD 57702-1889

<http://www.state.sd.us/revenue>

PHONE (605) 394-2332  
FAX (605) 394-6076

**QUESTIONS AND ANSWERS FOR VENDORS  
INCLUDES APPLICATION FOR THE SOUTH DAKOTA  
TEMPORARY SALES TAX LICENSE**



# **SOUTH DAKOTA DEPARTMENT OF REVENUE**

## **QUESTIONS & ANSWERS FOR STURGIS MOTORCYCL RALLY EXHIBITORS**

### **1. Do I need a sales tax license & how do I get one?**

ALL concessionaires must obtain a temporary SD sales tax license for each business location, including Sturgis, Rapid City, Spearfish, Custer or any other cities in the Black Hills area. This also includes locations outside of city limits. Under no circumstances will any vendor be allowed to make any sales before being licensed.

To obtain the temporary license in advance of the rally contact the Rapid City office of the SD Department of Revenue at 605-394-2332. An application & information will also be available at <http://www.state.sd.us/drr> starting in April.

If you do not wish to obtain the license in advance you may contact The Department of Revenue at Sturgis City Hall, 1147 Sherman Street, beginning the week before the rally between the hours of 9:00 am and 4:00 pm.

### **2. If I have a permanent SD tax license can I just report and pay my taxes on my permanent return form?**

No, if you are in a temporary location, even if you have a permanent SD license, you must obtain a temporary license and pay your taxes to the Department of Revenue at Sturgis City Hall during the rally.

### **3. If I just sell or display motorcycles or trailers do I need a sales tax license?**

Yes, all vendors need to display a temporary license card whether they owe tax or not. Vendors selling or displaying motorcycles, trailers, or other vehicles also need to obtain a Temporary Motor Vehicle Dealer permit. Some restrictions apply and there is a fee for this permit. Please see the application and information on the following pages for Temporary Manufacturer, Customizer or Dealer Permit.

### **4. How much does a license cost?**

There is no cost for a license, but concessionaires with poor reporting histories will be required to post a bond before being licensed to sell merchandise, food or services at the rally. Bond amounts are at least \$500.00 depending on the past history of the business. The department reserves the right to require a bond from any vendor.

### **5. Is the bond refundable?**

Yes, once you have paid all of your taxes at the rally the bond is refunded as long as you return the bond receipt.

### **6. Can I just deduct the amount of tax owed from the bond?**

No. You must pay your taxes according to the filing schedule. Only on your final day can you use the bond to make your payment.

### **7. When and where do I pay my taxes?**

Taxes are to be paid directly to the Department of Revenue at Sturgis City Hall during the week of the rally. If you are located in Rapid City or any city in the Southern Black Hills other arrangements may be made by the Department to pay the taxes.

### **8. Can I just pay on my last day?**

No, vendors are required to pay according to a schedule of collection days. If they leave early they are to pay their final taxes before they leave. The bond is not refunded until the final taxes are paid.

### **9. What is the tax rate?**

Items or Services (not including food):

Sturgis, Deadwood, Lead, Spearfish, Custer, Hill City, Whitewood, Keystone: 7.5%,

**Food is 8.5%**

Rapid City: 7.5%, **Food is 8.5%**

Hot Springs: 7.5%, **Food is 8.5%**

Belle Fourche: 7.5%, **Food is 8.5%**

Newell: 7.5%, **Food is 7.5%**

If your business is located **outside of city limits the rate is 5.5% for both food and general items and services.**

**\*\* These tax rates are effective starting July 1, 2009. If the State Legislature changes the rate it will become effective as of July 1, 2010.**

### **10. Can I just get one license for all of my locations?**

No, one license for EACH location is required. But only one bond will be required.

### **11. What kinds of records do I need to keep?**

Inventory records, a daily cash sheet, cash register tapes, credit card receipts, bank deposit slips, purchase invoices, sales receipts and supplier lists. Revenue auditors may stop at your location to review your records.

SDCL 10-45-88 states that temporary vendors operating in South Dakota may be subjected to reviews without notice and shall have all records available at all times for review. The records that shall be available at all times include sales receipts, credit card receipts, cash register tapes, inventory sheets, and invoices from suppliers.

*Failure to maintain records is a Class 1 misdemeanor and can result in the immediate revocation of the temporary license.*

Revised 03/07

# Sturgis Rally Sales Tax Application

South Dakota Department of Revenue & Regulation

4447 S. Canyon Road, Ste 6 | Rapid City, SD 57702 | Phone: 605-394-2332 | Fax: 605-394-6076

**Instructions:** You must complete this application whether you are displaying items, taking donations, holding a raffle, giving items away or selling items or services. This application is for ALL Locations including Sturgis, Rapid City, Custer, Spearfish, Deadwood etc. Please mail this form to the address above. For further assistance, visit us on the web at [www.state.sd.us/drr](http://www.state.sd.us/drr) or call 605-394-2332.

## Business Information

Owner Name

Mailing Address

City, State, Zip Code

SSN/EIN

Business Phone

Home Phone

Cell Phone

Email Address

Web Address

SD Sales Tax License Number (Write N/A if you do not have a permanent SD License)

## BUSINESS NAME

Please print the address and city information for each business location: (You will need a license card for EACH location.)

Rally Location(s) of Business(es)

City

Date business will begin at the Rally:

Bond Amount\*

Will items be sold or displayed? (Circle one)

Sold

Displayed

Type of items sold/displayed: (Please be specific)

## Signature Information

Owner/Officer Social Security Number:

(Owner must complete a Power of Attorney form if a representative/agent will be filing the tax returns.)

**OWNER(S) SIGNATURE:**

**TITLE:**

**\*BOND:** If you conducted business at last year's Sturgis Rally, filed and paid your taxes on time, you do NOT need to post a bond. First year vendors do not need to post a bond. The department reserves the right to require a bond from any vendor. The minimum bond amount is \$500.

*Advanced Registration Deadline: July 3, 2009*

If the temporary sales tax application is received after July 3, 2009 the vendor license will not be mailed back to the vendor. However, the application will be processed and the license can be picked up at the Sturgis Revenue office starting July 29, 2009.

**SALES TAX BOND CHART**  
**A bond is a pre-payment of taxes**

A bond is to be paid by **POOR REPORTING Concessionaires ONLY**.  
The department reserves the right to require a bond for any vendor.

Bonds may be paid with a check, money order or cash.

<u>ITEM</u>	<u>BOND AMT</u>
Food	\$500
T-shirts	\$500
Leather	\$500
Motorcycle parts	\$500
Tattoo artist/piercing	\$500 per artist
Pinstriping/Airbrushing	\$500
Leather repair	\$500
Motorcycle repair/service	\$500
Clothing – other than t-shirts	\$500
Jewelry	\$500
Artwork	\$500
Sunglasses	\$500
Parking	\$500
Miscellaneous sales & service	\$500

**Businesses located outside city limits:**

Any items or services	\$500
-----------------------	-------

**Accounting or Reporting Firm Authorization Form/Responsible Party  
Temporary Licensee**

South Dakota Department of Revenue  
445 East Capitol Avenue • Pierre, South Dakota 57501-3100

*Please fill out this form if you have an agent or representative  
prepare your tax applications and returns for you.*

Licensees are required to file returns/application and pay taxes/fees as they are owed. They are also required to accept and respond to various types of official communications with the Department of Revenue.

If a licensee prefers an agent or representative to fulfill these responsibilities, this authorization form must be completed. This is a privilege extended which requires special handling by the Department, therefore, such action will not be considered unless this form is properly completed and placed of Department. However, the completion of this form does not relieve the licensee of the legal obligations associated with a particular license. The licen responsible for the payment of the tax/fee as well as all acts and omissions of the stated Accounting or Reporting firm.

**Power of Attorney**

KNOW ALL MEN BY THE PRESENT, that the undersigned principal and licensee has made and appointed, and does hereby make and appoint (Firm's Name) \_\_\_\_\_

Or agents or employees, with the offices at (Mailing Address) \_\_\_\_\_

(Phone Number) \_\_\_\_\_ (E-mail) \_\_\_\_\_

to act as attorney-in-Fact for the undersigned, who makes this appointment either personally or in an authorized representative capacity on behalf of a principal partnership, corporation, or other entity; this power of attorney shall be limited to the following specific purposes involving the South Dakota license(s) indicated:

\_\_\_\_\_ To prepare, sign and file applications with the Department of Revenue.

\_\_\_\_\_ To prepare, sign and file with the Department of Revenue periodic tax returns or reports as required by South Dakota law.

The Power of Attorney shall be effective upon receipt thereof by the Department of Revenue and shall continue until cancelled by filing with the Department an instrument properly executed and reciting such cancellation; or

\_\_\_\_\_

**Sales Tax License(s) Tax License Number(s) if previously assigned (if applicable):**

**Agent or Representative:**

Company Name \_\_\_\_\_

FEIN or SS# \_\_\_\_\_

Signature of Owner/Legal Rep. \_\_\_\_\_

Title \_\_\_\_\_

Address-Mailing \_\_\_\_\_

City/State \_\_\_\_\_

Phone Number \_\_\_\_\_

**Principle and Licensee By:**

Company Name \_\_\_\_\_

FEIN or SS# \_\_\_\_\_

Signature of Owner/Legal Rep. \_\_\_\_\_

Title \_\_\_\_\_

Address-Mailing \_\_\_\_\_

City/State \_\_\_\_\_

Phone Number \_\_\_\_\_

**IN WITNESS WHEREOF**, the undersigned has caused these present to be execute, for benefit of the principal name below.

State of \_\_\_\_\_ )

:ss.

County of \_\_\_\_\_ )

On this \_\_\_\_\_ day of \_\_\_\_\_, before the undersigned, a Notary of the Public for the State of \_\_\_\_\_ personally appeared \_\_\_\_\_ known to be the person whose name is subscribed to the within instrument, and acknowledge to me that \_\_he executed the same in capacity as shown.

**IN WITNESS WHEREOF**, I have set my hand and seal this \_\_\_\_\_ day of \_\_\_\_\_, this certificate above written.

\_\_\_\_\_  
**Notary Public**

# SOUTH DAKOTA DEPARTMENT OF HEALTH

## TEMPORARY FOODSERVICE REQUIREMENT CHECKLIST & APPLICATION



**Office of Health Protection  
615 East Fourth Street  
Pierre, SD 57501  
Phone (605)773-4945  
Fax (605)773-6667  
[www.doh.sd.gov](http://www.doh.sd.gov)**

**Temporary Foodservice:** any food service establishment which operates at a fixed location for a temporary period of time, in connection with a fair, carnival, circus, public exhibition, or similar transitory gathering.

The license fee for a temporary foodservice license is **thirty-eight dollars**. It is valid only for the event/location at which it is issued for a period not to exceed two weeks. Applications must be submitted to the Department of Health at least 14 days prior to beginning operation. To determine compliance with

all requirements set by the Department of Health, an inspection may be conducted at each stand by a State Inspector with the Department of Public Safety or Department of Health.

**34-18-20. Nonprofit organizations and alcoholic beverage licensees exempt--Health requirements applicable.** Nonprofit organizations shall be exempt from the licensing and license fee provisions of this chapter. Establishments serving alcoholic beverages as defined in chapter 35-1 and who do not otherwise come within the definition of a food service establishment, temporary food service establishment, or mobile food service establishment shall be exempt from the licensing and license fee provisions of this chapter. Such exemption from the licensing and license fee provisions does not release the owner of such establishments from compliance with the public health requirements of this chapter and the rules and regulations of the department.

"Nonprofit organization," any governmental organization, church, fraternal, social, school, youth, or other similar organization that is organized and operated for a common good and not for the specific monetary gain of any person or persons;

## REQUIREMENT CHECKLIST

**APPLICATION:** A completed temporary food service application is to be submitted to the Department of Health a **minimum of 14 days prior to the event**. Be sure to include the application, a sketch of the booth and the license fee of **thirty-eight dollars**.

### FOOD & UTENSIL STORAGE / HANDLING

**DRY STORAGE:** All food, equipment, utensils and single service items shall be stored above the floor on pallets or shelving, and protected from contamination.

**COLD STORAGE:** Refrigeration units shall be provided to keep potentially hazardous foods at 41°F or below. An effectively insulated container with sufficient coolant may be approved for storage of less hazardous foods. Food products must be protected from contamination and cannot be stored in direct contact with ice/water. Ice must be drained as necessary to remove accumulations of water. Meats and other potentially hazardous foods must be thawed under refrigeration or as part of the cooking process.

**CROSS-CONTAMINATION:** Do not store raw foods (especially poultry and red meats) above or next to cooked or ready to eat foods in coolers. This is a source of cross-contamination.

**DRINK ICE:** Ice used for drinks must be obtained from an approved source and must not be used for cooling food products or drink containers. Ice must be dispensed with a proper utensil and must be self-draining to remove accumulations of water.

**HOT STORAGE:** Hot food storage units shall be used where necessary to keep potentially hazardous foods at 135°F or above.

**THERMOMETERS:** Each refrigeration unit shall have a numerically scaled thermometer to accurately measure the air temperature of the unit.

A metal stem thermometer shall be provided to check the internal temperatures of both hot and cold food. Thermometers must be accurate to +/-2°F, and have a minimum range of 0°F - 220°F.

**FOOD DISPLAY:** All food shall be protected from consumer handling, coughing or sneezing by use of wrapping, food shields or other effective barriers.

**FOOD SOURCE:** All foods must be obtained from an approved source. **Foods may not be produced in a private home** and sold from the stand. Foods must either be prepared on-site or purchased from a licensed or inspected source.

**RESTRICTED FOOD ITEMS:** Only those foods requiring limited preparation and handling may be served. Foods such as custards, meat salads, or those requiring multiple preparation steps are prohibited.

**UTENSIL WASHING FACILITIES:** All utensils and cookware must be washed and sanitized between uses. Each stand must contain adequate utensil washing facilities. This may consist of a three compartment sink or three plastic tubs large enough to accommodate all utensils and equipment. Proper operation of these sinks/tubs includes: washing with warm water and soap in the first sink; clear water rinse in the second; and sanitizing with an approved sanitizer in the third. Household bleach is an acceptable sanitizer when used in the concentration of one-fourth ounce to one gallon of water. Adequate drainboards must be provided to properly air-dry all utensils and equipment. **Hot water must be available in the stand.**

## **PERSONNEL**

**HANDWASHING:** A minimum of a two gallon insulated container with a spigot, a catch basin, soap and paper towel dispenser shall be provided for handwashing. The container shall be filled with hot water. Spigot must be capable of turning on for hands free operation. Push button spigots requiring finger pressure to operate are not approved.

**HEALTH:** Employees must maintain a high degree of personal hygiene. Employees with open cuts, wounds, or sores cannot handle food items. Employees with gastrointestinal illnesses are also restricted from food handling.

**HYGIENE:** Employees shall wear clean outer garments. All employees must wear hair nets, caps, hats or other suitable hair restraint. All employees must wash their hands before beginning their work shift or after using the toilet, smoking, or handling raw animal products. Direct hand contact with food products must be avoided. Suitable utensils or disposable plastic gloves are to be used in place of direct contact.

## **STAND DESIGN**

**FLOORS / WALLS / CEILINGS:** Stands must be constructed of wood, canvas, or other material that effectively protects the service area from the weather. **All stands must have a floor consisting of asphalt, concrete, wood, or other similar cleanable material.** High traffic areas adjacent to the stand must also be covered to eliminate dust contamination.

**WORK SURFACES:** All surfaces which are used for food preparation must be non-absorbent, easily cleanable, and durable. All exposed surfaces must be sealed. Food preparation surfaces must be cleaned and sanitized after each use, following any interruption in operations such as handling of raw meat products and ready to eat products. (fruits or vegetables)

## **WATER / WASTEWATER / GARBAGE**

**WATER:** All water used in the stand must be obtained from an approved source. Adequate supplies of both hot and cold water must be provided.

**WASTEWATER:** All wastewater must be disposed of in a sanitary sewer system. If a sanitary sewer system is not readily available, suitable storage devices must be provided.

**GARBAGE:** Garbage and rubbish shall be stored in leakproof, non-absorbent containers which shall be kept covered with tight fitting lids. Garbage containers must be provided for consumer use. Garbage and rubbish must be removed as necessary to prevent a nuisance or health hazard.

## **FOOD PREPARATION / OPERATIONS**

**MINIMUM COOKING TEMPERATURES:** All eggs, fish, poultry, meat and foods containing raw animal foods shall be cooked to heat all parts of the food to a temperature that will destroy harmful bacteria. These temperatures must be verified with a product thermometer. Minimum cooking temperatures include:

Ground meats - 155°F

Pork / Pork products - 145°F

Poultry - 165°F

Fish / Seafood - 145°F

Beef / Lamb - 145°F

**COOLING:** Cooked potentially hazardous foods shall be cooled from 135°F to 70°F or below within 2 hours and from 70°F to 41°F in 4 hours.

**REHEATING:** All leftover products shall be reheated to 165°F within 1 hour. This must be verified with a product thermometer.

**THAWING:** Meats and other potentially hazardous foods must be thawed either under refrigeration; under potable running water at a temperature of 70°F or below for not more than 2 hours; or as part of the cooking process. Do not thaw at ambient temperature.

**WET WIPING CLOTHS:** All wet wiping cloths must be rinsed and stored in a sanitizing solution. A concentration of one-half ounce of household bleach to one gallon of water is acceptable.

**INSECT CONTROL:** Proper measures must be taken and maintained to eliminate flies and insects from the food booth. Keep the booth and surrounding area clean and sanitary. Keep garbage containers covered and properly maintained. Store garbage containers as far away from the food booth as possible. Keep products, utensils, and single service items covered to reduce insect contamination. If chemical insect sprays are necessary, they must be "Pyrethrin" based and used only outside the food booth.

# SOUTH DAKOTA DEPARTMENT OF HEALTH TEMPORARY FOOD SERVICE APPLICATION

Fee - \$38 per stand per event

---

Operator's Name Telephone Number

---

Establishment Name

---

Mailing Address

---

City State Zip Code

---

1. Event Stand Location & City Dates of Event

---

2. Event Stand Location & City Dates of Event

---

3. Event Stand Location & City Dates of Event

1. Menu: List all food and beverage items that will be served. No changes will be allowed before or during the event.

---

---

2. On the back of this page, draw a sketch of the booth.

3. Please provide any other pertinent information you deem necessary.

---

---

---

I certify that the information provided is true and accurate. I have read and understand the attached requirements and agree that the above described temporary food service will be operated and maintained in accordance with those requirements and consent to allow inspections by authorized inspectors during business hours upon presentation of identification.

---

APPLICANT'S SIGNATURE

DATE

**Booth Sketch:**

A. Draw in the location and identify all equipment including handwash facilities, dishwash facilities, ranges, refrigerators, worktables, food/single service storage, etc.

B. Describe floor, wall and ceiling surfaces:

---

---

---

*Top View of Stand / Booth Layout*

DEPARTMENT COMMENTS:

Copy to Applicant:  In Person

Mailed

PERMIT NUMBER \_\_\_\_\_

APPROVED BY \_\_\_\_\_

Date \_\_\_\_\_

# **Division of Highway Patrol**

**Department of Commerce and Regulation**

## **SOUTH DAKOTA HIGHWAY PATROL**

**1301 E. CATRON BOULEVARD (& HIGHWAY 79)**

**RAPID CITY SD 57785**

**PHONE (605) 394-2286 • FAX (605) 394-5483**

Subject: Commercial Licensing Requirements

Temporary commercial licenses are available and valid for any 30-day period and may be purchased for up to twelve months. The fees are determined according to gross vehicle weight. A fee schedule and a temporary permit application are included on the following pages. Single trip permits are available at a cost of \$15.00 per single trip.

The temporary commercial license may be purchased from a County Treasurer's Office or at a Port of Entry. Single trip permits are available from the permit center, South Dakota Highway Patrol and the Ports of Entry.

Operators of vehicles doing business in South Dakota are subject to the requirements for commercial licensing. The proper South Dakota commercial vehicle license can be purchased through the International Registration Plan (IRP), whether it be an annual commercial license, temporary commercial license or a single trip permit.

An intrastate operation is the movement from one point within the state to another point within the same state. This would also include any service where the operator travels into South Dakota to perform a service or to sell a product, such as a vendor at the Sturgis Motorcycle Rally.

The only exception to commercial registration is dependent upon the weight of the actual business property being transported. We have extended the same weight exemption granted to a South Dakota commercial carrier to nonresident operators. This allows a registered vehicle an exemption from commercial licensing when transporting less than five hundred (500) pounds of business property or equipment.

All vendors operating in South Dakota will be subject to inspection for compliance. Non-compliance may result in enforcement action.

# South Dakota

## 30 Day Commercial License Fee Schedule

4,000 Pounds	2 Ton	\$ 9.00
6,000 Pounds	3 Ton	\$ 11.00
8,000 Pounds	4 Ton	\$ 13.00
10,000 Pounds	5 Ton	\$ 15.00
12,000 Pounds	6 Ton	\$ 18.00
14,000 Pounds	7 Ton	\$ 21.00
16,000 Pounds	8 Ton	\$ 24.00
18,000 Pounds	9 Ton	\$ 27.00
20,000 Pounds	10 Ton	\$ 30.00
22,000 Pounds	11 Ton	\$ 37.00
24,000 Pounds	12 Ton	\$ 44.00
26,000 Pounds	13 Ton	\$ 51.00
28,000 Pounds	14 Ton	\$ 58.00
30,000 Pounds	15 Ton	\$ 63.00
32,000 Pounds	16 Ton	\$ 72.00
34,000 Pounds	17 Ton	\$ 79.00
36,000 Pounds	18 Ton	\$ 86.00
38,000 Pounds	19 Ton	\$ 93.00
40,000 Pounds	20 Ton	\$100.00
42,000 Pounds	21 Ton	\$107.00
44,000 Pounds	22 Ton	\$114.00
46,000 Pounds	23 Ton	\$121.00
48,000 Pounds	24 Ton	\$128.00
50,000 Pounds	25 Ton	\$135.00
52,000 Pounds	26 Ton	\$142.00
54,000 Pounds	27 Ton	\$149.00
56,000 Pounds	28 Ton	\$156.00
58,000 Pounds	29 Ton	\$163.00
60,000 Pounds	30 Ton	\$170.00
62,000 Pounds	31 Ton	\$177.00
64,000 Pounds	32 Ton	\$184.00
66,000 Pounds	33 Ton	\$191.00
68,000 Pounds	34 Ton	\$198.00
70,000 Pounds	35 Ton	\$205.00
72,000 Pounds	36 Ton	\$212.00
74,000 Pounds	37 Ton	\$219.00
76,000 Pounds	38 Ton	\$226.00
78,000 Pounds	39 Ton	\$233.00
80,000 Pounds	40 Ton	\$240.00



**DIVISION OF HIGHWAY PATROL**  
**DISTRICT 4 - ZONE 4 - TILFORD PORT OF ENTRY**  
**PO BOX 905 STURGIS, SD 57785**  
**PHONE:(605-347-2671) LOCATED ON I90**  
**FAX:(605-347-0072) EAST BOUND**  
**MILE POST 39**

**FAX REQUEST FORMS FOR PERMITS**

**We accept Visa, MasterCard, American Express and Discover**

1. Name of Carrier / Person : \_\_\_\_\_
2. Address of Carrier / Person : \_\_\_\_\_
3. USDOT# : \_\_\_\_\_ FEIN : \_\_\_\_\_
4. Carrier / Person Phone Number: \_\_\_\_\_
5. Carrier / Person Insurance information:  
 Name of Insurance company: \_\_\_\_\_  
 Address : \_\_\_\_\_  
 Effective Date: \_\_\_\_\_ Expiration Date: \_\_\_\_\_  
 Amount : \_\_\_\_\_ Policy Number : \_\_\_\_\_
6. Point of Origin : \_\_\_\_\_ Destination : \_\_\_\_\_
7. Cargo : \_\_\_\_\_
8. Routes traveled in South Dakota : \_\_\_\_\_
9. Vehicle Information  
 Apportioned weight for South Dakota: \_\_\_\_\_ IFTA Fuel permit? \_\_\_\_\_  
 Form RS-3 / Single State Registration ? \_\_\_\_\_ is SD listed ? \_\_\_\_\_
10. Truck / Tractor Make : \_\_\_\_\_ State : \_\_\_\_\_ License Plate : \_\_\_\_\_ V.I.N. : \_\_\_\_\_
11. Trailer #1 Make : \_\_\_\_\_ State : \_\_\_\_\_ License Plate : \_\_\_\_\_ V.I.N. : \_\_\_\_\_
12. Trailer #2 Make : \_\_\_\_\_ State : \_\_\_\_\_ License Plate : \_\_\_\_\_ V.I.N. : \_\_\_\_\_
13. Type of Permit/s Requested : \_\_\_\_\_
14. Oversize / Overweight Information  
 Overwidth: \_\_ ft. \_\_ in. Over length: \_\_ ft. \_\_ in. Over height: \_\_ ft. \_\_ in.  
**Overweight: INCLUDE AXLE WEIGHTS, BRIDGE MEASUREMENTS, TIRE SIZES, NUMBER OF AXLES  
 IF ANY AXLES DO NOT HAVE DUAL TIRES & LOCATIONS, DIAGRAM OF VEHICLE,  
 IF ANY AXLE GROUP IS OVER 8 FT. WIDE**

---

15. Credit Card Number: \_\_\_\_\_ Expiration Date: \_\_\_\_\_
16. Phone Number of card holder: \_\_\_\_\_
17. Call back phone number: \_\_\_\_\_ Person to contact: \_\_\_\_\_
18. Fax Number: \_\_\_\_\_
19. Effective Date of Permit: \_\_\_\_\_

# DIRECTORY

---

## City of Sturgis

---

### **For overall Rally inquiries contact:**

City of Sturgis Rally Department  
Brenda Vasknetz  
1147 Sherman, Ste #201  
Sturgis, SD 57785  
Phone: 605.720.0800  
Fax: 605.720.0801  
Email: [info@sturgismotorcyclerrally.com](mailto:info@sturgismotorcyclerrally.com)

---

### **For Vendor License Applications contact:**

City of Sturgis Finance Office  
Fay Bueno  
1040 Second Street, Suite #103  
Sturgis, SD 57785  
Phone: 605.347.4422  
Fax: 605.347.4861  
E-mail: [fayb@sturgisgov.com](mailto:fayb@sturgisgov.com)

---

### **For Temporary Structures, City Ordinances and Inspections contact:**

City of Sturgis Inspection Department  
Rick Bush & Scott Rovere  
1040 Second Street, Suite #102  
Sturgis, SD 57785  
Phone: 605.347.4424  
Fax: 605.347.4861  
E-mail: [inspect@rushmore.com](mailto:inspect@rushmore.com)

---

### **For Garbage/Sanitation and Streets contact:**

City of Sturgis Sanitation Department  
Randy Nohava  
1057 Dudley Street  
Sturgis, SD 57785  
Phone: 605.347.3916  
Fax: 605.347.3516  
E-mail: [pkinney@rushmore.com](mailto:pkinney@rushmore.com)

---

---

**For Fire Codes contact:**

City of Sturgis Fire Department  
Ron Koan  
1901 Ball Park Rd.  
Sturgis, SD 57785  
Phone: 605.347.5801  
Fax: 605.347.2558  
E-mail: [sfchief@rushmore.com](mailto:sfchief@rushmore.com)

---

**For City Law Enforcement Regulations contact:**

City of Sturgis Police Department  
Jim Bush  
1400 Main Street  
Sturgis, SD 57785  
Phone: 605.347.5070  
Fax: 605.347.6828  
E-mail: [jimbush@sturgispolice.com](mailto:jimbush@sturgispolice.com)

---

**State of South Dakota**

---

**For South Dakota sales tax information contact:**

State of South Dakota Department of Revenue  
4447 South Canyon Road, Suite #6  
Rapid City, SD 57702  
Phone: 605.394.2332  
Website: [www.state.sd.us/revenue/sturgis](http://www.state.sd.us/revenue/sturgis)

---

**For South Dakota tattoo and body piercing regulations contact:**

State of South Dakota Health Department  
Waylon Anderson  
725 N. LaCrosse  
Rapid City, SD 57701  
Phone: 605.394.2370  
or  
Bonnie Jameson  
415 E. 4<sup>th</sup> Street  
Pierre, SD 57501  
Phone: 605.773.3364

---

---

**For South Dakota Temporary Food Regulations contact:**

**Clark Hepper  
600 E. Capitol  
Pierre, SD 57501  
Phone: 605.773.3364**

---

**For South Dakota Commercial Motor Vehicle Regulations contact:**

**South Dakota Highway Patrol  
1301 E. Catron Boulevard (& Highway 79)  
Rapid City, SD 57785  
Phone: 605.394.2286  
or  
Tilford Port of Entry  
PO Box 905  
Sturgis, SD 57785  
Phone: 605.347.2671**

---

**Meade County**

---

**For Meade County Law Enforcement Regulations contact:**

**Meade County Sheriff's Office  
1400 Main Street  
Sturgis, SD 57785  
Phone: 605.347.2681**

---

**For Meade County Vendor Licensing contact:**

**Meade County Auditors Office  
1425 Sherman Street  
Sturgis, SD 57785  
Phone: 605.347.2360**