

RAFFLE VENDOR MANUAL

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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 th , 30 th , 31 st	Hours 9 am to 4 pm
Saturday, August 1 st	Hours 9 am to 12 pm
Sunday, August 2 nd	CLOSED
August 3 rd thru 9 th	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 29th enter the Sherman Street side doors to obtain your licenses.

The Sturgis Motorcycle Rally will be celebrating its 69th Anniversary August 3rd through the 9th 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@sturgismotorcyclerrally.com

RAFFLE 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.

Process	Where	Fees	References
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<p><i>Step 1</i> A permanent vending location (mobile vending is not allowed)</p>	<p>City property or Private Landowners</p>	<p>Varies</p>	<p style="text-align: center;">See <u>Vendor Property Rental Listing</u> Under Vendor Information at www.sturgismotorcyclerrally.com</p>
<p><i>Step 2</i> Get approval from City Council</p>	<p>30 days prior to ticket sales contact Sturgis City Hall to get on the City Council Agenda</p>	<p>None</p>	<p style="text-align: center;">See details in Raffle Vendor Manual</p> <p style="text-align: center;">*Must show proof of non-profit status</p>
<p><i>Step 3</i> Obtain Temporary South Dakota Sales Tax License</p>	<p>South Dakota Department of Revenue</p>	<p>No bond is required, but you will need to check in with Dept. of Revenue</p>	<p>www.state.sd.us/drr2/sturgis/index.html</p> <p style="text-align: center;">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 4</i> Apply for City of Sturgis Vendors License after receiving your Temporary Sales Tax License (if vending within city limits)</p>	<p>See Vendor License Application Fee or call: Finance Office (605) 347-4422 or Rally Department (605) 720-0800</p>	<p>\$175.00 Sanitation Fee Must have tax exempt status</p>	<p style="text-align: center;">Available at <u>www.sturgismotorcyclerrally.com</u></p> <p style="text-align: center;">Or contact 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. You will need to pay the \$175.00 Sanitation Fee only.
- ✓ 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.
- ✓ Although you will not be collecting sales tax, you will need to go through the paperwork process and register with the South Dakota Department of Revenue.
- ✓ 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.
- ✓ **Before conducting a raffle, you shall be required to give a 30 day written notice of the time and place of the raffle to the Sturgis City Council. The City Council will then approve or disapprove of the raffle at the following City Council Meeting. You will need to fill out the Raffle Request Form**

INSPECTION REQUIRMENTS

Inspection	Fees	Entity	Reference
Electrical	Inspection fee may be required	State of South Dakota	See South Dakota Electrical Commission Guide
Temporary Structure	Included in Vendor License	City of Sturgis	See Temporary Structure Ordinance
City of Sturgis Vendors License	\$175.00 non-profits pay sanitation fee only	City of Sturgis	See Licensing of Transient Merchants Ordinance
South Dakota Temporary Sales Tax License		State of South Dakota	See South Dakota Department of Revenue Regulations

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 4th/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.

APPLICANT _____
AMOUNT RECEIVED _____ 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.**

RAFFLES / LOTTERIES

Chapter 25.01 GENERAL PROVISIONS

25.01.01: SCOPE AND PURPOSE

The purpose of this Title is to set forth those regulations necessary for the control of lotteries within the City.

25.01.02: DEFINITIONS

LOTTERY or LOTTERIES: A plan whereby for a valuable consideration, money is raised by selling chances to share in the distribution of prizes.

25.01.03: PENALTY

Any violation of the provisions of this Title is a Class 2 misdemeanor punishable by the maximum punishment set forth by the laws of the state of South Dakota pursuant to SDCL 22-6-2. Said punishment may also denial by the City Council to conduct a raffle or lottery within the City of Sturgis for a period not less than one year, but not longer than two years from the date of said violation.

Chapter 25.02 Regulations for the Conduct of Lotteries within the Corporate Boundaries

25.02.01: PERMITTED FOR RESTRICTED USE

The game "Bingo" as defined in SDCL 22-25-23 or "lottery" as defined in SDCL 22-25-24 may be permitted and may not be construed as gambling or as a lottery within the meaning of SDCL 22-25-1, or Title 13 of these Ordinances.

25.02.02: WHO MAY CONDUCT

The Bingo game or lottery must be conducted by a bona fide congressionally chartered veterans organization; a religious, charitable, educational, or fraternal organization; a local civic or service club; a political party; a volunteer fire department; or a political action committee or political committee on behalf of any candidate for a political office which exists under the laws of the State of South Dakota.

25.02.03: PROCEEDS NOT TO INURE TO ANY INDIVIDUAL

The proceeds from any lottery or Bingo game may not inure to the benefit of any individual.

25.02.04: NO PROFESSIONAL PERSON OR ORGANIZATION EMPLOYEE TO CONDUCT

No separate organization or professional person may be employed to conduct the bingo game or lottery or assist therein.

25.02.05: COMPENSATION FOR SERVICES RENDERED

No compensation of any kind in excess of the state minimum wage per hour or Sixty Dollars (\$60.00), whichever is greater, in value may be paid to any person for services rendered during any Bingo session in connection with the conduct of the Bingo game or in consideration of any lottery. However, the provisions of this Section do not apply to games or lotteries conducted in connection with a civic celebration recognized by resolution or other official action of the governing body of the municipality.

25.02.06: VALUE OF PRIZES

No prize in excess of Two Thousand Dollars (\$2,000.00) is to be awarded at any one play of Bingo and no lottery prize is to be awarded in excess of the amount established pursuant to South Dakota law, SDCL 22-25-25(5) and/or acts amendatory thereto.

25.02.07: NOTICE TO GOVERNING BODY

The organizations authorized under Section 25.02.02 of this Title, before conducting a Bingo game or lottery, shall give thirty (30) days written notice of the time and place thereof to the governing body of the municipality of the intention to conduct such Bingo game or lottery. The governing body may pass a resolution objecting thereto. Such written notice shall contain the prize, starting date, duration and termination date of the Bingo game or lottery. However, any organization that conducts a lottery and tickets or shares for such lottery are sold state-wide shall provide written notice of such lottery pursuant to SDCL 22-25-25 (6).

25.02.08: LEASE OR AGREEMENT TO PROVIDE EQUIPMENT OR SERVICES PROHIBITED

No organization authorized to conduct a Bingo game or lottery under this Title may enter into any lease agreement with any other person or organization or provide equipment or services associated with the conduct of a Bingo game or lottery. However, this section does not apply to any lease or agreement with a distributor licensed pursuant to SDCL 22-25-28 to 22-25-51, inclusive, to provide Bingo or lottery equipment and supplies.

25.02.09: NUMBERING OF CHANCES

All chances referred to in the definition of "lottery" or "lotteries" shall be numbered consecutively.

25.02.10: AWARDING OF PRIZES

Any lottery where tickets are not sold state-wide, pursuant to SDCL 22-25-25 (6) and permitted under Section 25.02.01, shall have its prizes awarded within the boundaries of the municipality no later than fifteen (15) days after the termination of said lottery, except in cases where the lotteries are operated and the tickets are sold in other states.

25.02.11: AFTER LOTTERY REPORT TO FINANCE OFFICER

Any organization conducting a lottery under this Title shall furnish the City Finance Officer, within fifteen (15) days after the termination of said lottery, the total number of tickets during the conduct of said lottery, the location of the drawing, and the winner of the prize awarded.

In accordance with SDCL 22-25-25 (1), an organization may sell raffle tickets that will not be construed as gambling or as a lottery provided that the raffle is conducted by: “a bona fide congressionally chartered veterans organization; a religious, charitable, educational, or fraternal organization; a local civic or service club; a political party; a volunteer fire department; or a political action committee or a political committee on behalf of any candidate for a political office which exists under the laws of the State of South Dakota. SDCL 22-25-25 (6) states that the above mentioned organizations will give thirty (30) days written notice of the time and place of the raffle to the governing body of the county.

REQUEST TO SELL RAFFLE TICKETS

IN THE CITY OF STURGIS, SOUTH DAKOTA

Name of organization conducting raffle: _____

Date raffle will be held (date of drawing): _____

Location of raffle ticket sales: _____

List of prizes to be raffled*: _____

**Per South Dakota State Statute: “The actual value of any lottery prize is stated before any chances for the lottery are sold. A lottery prize of a stated amount of dollars in value may be given to a person who sells a winning lottery ticket or share as long as the winning lottery ticket or share is selected at random.”*

Raffle Point of Contact: _____

Title: _____ Phone Number: _____

Address: _____

Email Address: _____

Signed

Date

**Note: Submit this form to
City Finance Office, 1040 Second Street, Suite #103, Sturgis, SD 57785
or fax to 605.347.4861**

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 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 \$500.00.

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 to the licensee which requires special handling by the Department, therefore, such action will not be considered unless this form is properly completed and placed on file with the Department. However, the completion of this form does not relieve the licensee of the legal obligations associated with a particular license. The licensee is ultimately 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 _____

MANUFACTURER, CUSTOMIZER AND DEALER TEMPORARY PERMITS

PERMIT MUST BE AVAILABLE FOR INSPECTION UPON REQUEST

YOUR PERMIT IS VALID ONLY FOR THE PURPOSE AND PERIOD OF TIME INDICATED ON THE PERMIT, AND IS GOVERNED BY THE FOLLOWING APPLICABLE PROVISIONS:

MANUFACTURER AND CUSTOMIZER

Allows any person engaged in the business of manufacturing or customizing motor vehicles to display, **but not sell**, any motor vehicles at an event, if the event lasts three (3) or more days. The manufacturer/ customizer must register with the Department of Revenue and purchase a permit at least five (5) days before the event.

The fee for a 10-day permit for all motor vehicles, except trailers, is \$150.00; however, if the permit is purchased at least five (5) days before the event the fee is \$100.00. The fee for a 10-day permit for trailers is \$75.00; however, if the permit is purchased at least five (5) days before the event the fee is \$50.00.

MOTORCYCLE AND TRAILER DEALER (NEW) -- SELL

Allows any licensed dealer to sell trailers or motorcycles at an event, if the event lasts three (3) or more days. A dealer must register with the Department of Revenue and purchase a permit at least five (5) days before the event.

An out-of-state dealer must provide proof of being a licensed dealer in another state and must attest to having no outstanding dealer violations. **The permit can only be issued if the motorcycles or trailers being sold are not franchised in this state.**

The fee for a 10-day permit for motorcycles is \$350.00; however, if the permit is purchased at least five (5) days before the event the fee is \$200.00. The fee for a 10-day permit for trailers is \$225.00; however, if the permit is purchased at least five (5) days before the event the fee is \$150.00.

TRAILER DEALER (NEW) -- DISPLAY

Allows any trailer dealer to **display** trailers at an event that lasts three (3) or more days regardless of whether the trailer is franchised in this state. A dealer must register with the Department of Revenue and purchase a permit at least five (5) days before the event.

An out-of-state dealer must provide proof of being licensed in another state and must attest to having no outstanding dealer violations.

The permit is valid for ten (10) days and costs \$225.00; however, if the permit is purchased at least five (5) days before the event the fee is \$150.00.

MOTORCYCLE AND TRAILER DEALER (USED) -- SELL

Allows a dealer to sell used trailers or motorcycles at an event, if the event lasts three (3) or more days. The dealer must register with the Department of Revenue and purchase a permit at least five (5) days before the event.

An out-of-state dealer must provide proof of being a licensed dealer in another state and must attest to having no outstanding dealer violations.

The fee for a trailer dealer permit is \$225.00; however, if the permit is purchased at least five (5) days before the event the fee is \$150.00. The fee for a motorcycle dealer permit is \$350.00; however, if the permit is purchased at least five (5) days before the event the fee is \$200.00. The permits are valid for ten (10) days.

BOAT AND BOAT TRAILER DEALER (NEW OR USED) -- SELL

Allows any licensed dealer to sell boats and boat trailers at an event, if the event lasts two (2) or more days. A dealer must register with the Department of Revenue and purchase a permit at least five (5) days before the event.

An out-of-state dealer must provide proof of being licensed in another state and must attest to having no outstanding dealer violations.

In order to qualify, the event must be an organized, sponsored event with no less than three (3) licensed boat dealers displaying boats. The fee for a boat and boat trailer permit is \$200.00 and is valid for ten (10) days.

STATE OF SOUTH DAKOTA
APPLICATION FOR TEMPORARY MANUFACTURER, CUSTOMIZER OR DEALER PERMIT

PLEASE PRINT

MANUFACTURER, CUSTOMIZER OR DEALER: _____		
DEALER NUMBER: _____		TELEPHONE NUMBER: _____
OWNER'S NAME: _____		
ADDRESS: _____		
<i>(Mailing Address)</i>		
<i>(City)</i>	<i>(State)</i>	<i>(Zip)</i>

CHECK TYPE OF PERMIT REQUESTED

<u>TYPE OF PERMIT REQUESTED:</u>	<u>ISSUE PERIOD:</u>	<u>FEE:</u>
<input type="checkbox"/> MOTOR VEHICLE MANUFACTURER - Display Only <i>(All vehicles except trailers)</i>	10 DAYS	\$150.00; \$100.00 if purchased 5 days before event
<input type="checkbox"/> MOTOR VEHICLE CUSTOMIZER - Display Only <i>(All vehicles except trailers)</i>	10 DAYS	\$150.00; \$100.00 if purchased 5 days before event
<input type="checkbox"/> TRAILER MANUFACTURER - Display Only	10 DAYS	\$75.00; \$50.00 if purchased 5 days before event
<input type="checkbox"/> MOTORCYCLE DEALER (NEW) - Sell	10 DAYS	\$350.00; \$200.00 if purchased 5 days before event

MAKE OF MOTORCYCLE(S): _____
(Permit can only be sold if motorcycles being sold are not franchised in South Dakota)

<input type="checkbox"/> MOTORCYCLE DEALER - Sell SELLING USED MOTORCYCLES ONLY	10 DAYS	\$350.00; \$200.00 if purchased 5 days before event
<input type="checkbox"/> BOAT AND BOAT TRAILER DEALER (NEW OR USED) - Sell	10 DAYS	\$200.00

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

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

For Temporary Structures, City Ordinances and Inspections contact:

City of Sturgis Inspection Department
Rick Bush and Scott Rovere
1040 Second Street, Suite #102
Sturgis, SD 57785
Phone: 605.347.4424
Fax: 605.347.4861
E-mail: 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

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

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

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

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. 4th 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**