

South Dakota STATE FAIR

DUE DATE
For returning
vendors

March 1, 2010

Application Inside



South Dakota State Fair
890 3rd Street SW
Huron, SD 57350
Phone: 800-529-0900
Fax: 605-353-7348
www.sdstatefair.com

Steps To Becoming A South Dakota State Fair Vendor

- 1) Read the vendor book Handbook
- 2) Fill out the **application** and mail back to the SD State Fair. New vendors do not send in payment until approved
- 3) **If approved your contract will be mailed to you**
- 4) Sign and date your contract and mail in with your payment and proof of insurance (***After June 1st full payment is required.***)

* If you fail to comply with #4 you will not be allowed to setup

2008 COMMERCIAL EXHIBITOR HANDBOOK

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WHAT'S NEW IN 2009!

Welcome to the South Dakota State Fair! We look forward to having you as a vendor at the 2010 State Fair. As an exhibitor/vendor, your service is a vital part of the overall success of this annual event and as always, it is a pleasure to have you here. We wish all of you success during this year's fair.

DUPLICATE PRODUCTS

We certainly understand that vendors would prefer to be the exclusive seller of their particular product or service. However, unless indicated on your contract, which is extremely rare, **vendors do not have exclusivity rights to the products they sell here.** South Dakota State Fair management will make every reasonable effort to place duplicate products geographically apart from each other. Our goal is to fill all booth spaces and to provide shopping diversity for the fair patron, at the same time allowing as many applicants as possible the opportunity to be a vendor at the South Dakota State Fair. As the applicant base and product lines change each year, it is inevitable that there will be some duplicate products.

BOOTH SPACE PRICING

The South Dakota State Fair will have several new vending locations for 2010. Again, all locations will be sold on a first come basis with senior vendors having first priority if reserved by March 1, 2010. We have moved the campers further west and opened more space for outdoor vendors. Last year the west side was extremely busy with the Amazing Animal Adventures and the Centennial Stage. There will be another major show this year and we fully expect this to be a second "Independent Midway." There is no price increases this year for exhibit space fees prior to the March 1, 2010 deadline.

*All vendors whom apply after March 1, 2010 there will be an increase of \$75.00 on your exhibit space. **(No exceptions)**

The South Dakota State Fair has a waiting list for locations on the grounds. We want to remind all returning vendors to return your applications by March 1, 2010. **The State Fair office will not be calling to remind vendors that their applications are due.** Those locations will be forfeited if we do not receive your application by March 1, 2010. There will be no exceptions to this rule.

CHECKING IN AT THE STATE FAIR!

Vendors may begin set-up / check in on the Monday prior to the fair (fair begins Thursday, September 2nd). All vendors in buildings must check in with the building supervisor **PRIOR** to setting up their booths. All outdoor vendors will check in at the Administration Office. **If your contract is not paid in full and your insurance papers in order, your packet will be in the Administration Office and you will not be allowed to set up until your paperwork is complete.** Parking passes and any additional gate admission passes that you will need can be ordered with your final payment to the fair. These will be included in your packet that you pick up from your supervisor. If you do not order these in advance, you will need to purchase them at the State Fair Administration Office. These will not be sold in the buildings or concessions office. We would encourage you to order these ahead of time and have them in your packet upon your arrival for your convenience.

DELIVERIES TO THE FAIRGROUNDS

The Fair will accept freight deliveries before the Fair for exhibitors **ONLY IF the freight/packages are addressed as follows:**

Name of Company and Person picking up the package

% South Dakota State Fair

CONCESSIONS OFFICE

VENDOR LOCATION # _____

890 3rd Street SW

Huron, SD 57350

Any freight delivered to the State Fair without this information clearly visible on the front will not be accepted. The Fair will not be responsible for loss, theft or damage after shipments are accepted. Freight deliveries expected during the Fair must be received by Exhibitor with storage and unloading pre-arranged. While every effort will be made to notify exhibitors about packages in a timely manner, the Fair assumes no responsibility for loss of business due to a late delivery.

VENDOR APPLICATION INFORMATION

1. Fill out the application - The Exhibit Space Application is included in this booklet on the last page. Fill out the front and the back and mail or fax back to our office. The application requires that you select your choice of area and booth size. Specific space numbers may be requested, but in most cases will be filled according to seniority. When complete, simply mail to the address indicated. You may also fax it to **605-353-7348**. If you fax it, a cover sheet is not necessary but be sure **BOTH SHEETS** are sent. Be sure to make a photocopy for your records. **DO NOT SEND PAYMENT WITH YOUR APPLICATION** – When you are assigned a space, you will receive your contract by mail and payment can be made when you sign and return your contract to the SD State Fair.

When to send in your application:

• Returning vendors with seniority: No later than March 1,2010

If your application is received after March 1,2010, you may lose your seniority for the year. This will significantly affect which space will be available to you, since you will be selected with non-seniority vendors. If you've had the same space for multiple years, we will try to keep you there. However, layout changes, programming changes or new traffic patterns could prevent that from happening. We will attempt to honor all preferences for space to the best of our ability, taking into consideration the following factors:

- The number of years you have exhibited at the South Dakota State Fair
- The date your application was received
- The compatibility with your exhibit with others in the same general area

As a general rule, vendors occupying the same space location for three consecutive years or more will not be displaced. But remember: **Notwithstanding the above, the South Dakota State Fair reserves the right to designate the space where any vendor may present their exhibit as it is deemed beneficial to the South Dakota State Fair and its patrons.**

• New vendors without seniority: Open due date for Application

It is recommended that you mail your application as early as possible, since space in 2010 is being placed on hold for new vendors until vendors with seniority have applied. Follow the directions at the top of this page about filling out the application. If you are requesting a booth in an area where booth space is still available, your application will be reviewed and, if possible, space assigned. Upon assignment of space, a contract will be mailed to you indicating your space number(s) and payment dates and amounts.

IF SPACE IS NOT AVAILABLE: If you are requesting space in an area that is sold out or your product is not compatible with other products we have already booked in the same area, your application will be held and you will be contacted later if space becomes available. As a new vendor, you should remember the following:

- If you desire the Expo Building or the Family Living Center, you should apply for space there, but give an optional indoor or outdoor location so that you still have an opportunity to be a vendor at our fair. The Expo Building and the Family Living Center often fill up before new vendors are assigned.

2. Payment: Upon receipt of the application by the State Fair, space will be assigned, if possible, and a contract and an invoice will be mailed. Contracts need to be returned with at least half of the booth rental with in two weeks of receiving your contract. All contracts need to be paid in full by June 1,2010. Exhibitors are always welcome to pay the entire amount in the first payment. **Payments not made on time, or contracts returned without necessary insurance papers, may result in cancellation of the contract.** Exhibitors will not be allowed to move into booths without full payments of all exhibit space, any additional fees, and completed insurance information. **Personal checks are accepted until June 1st. Money Orders, Bank Checks or credit card (Visa & MasterCard) are always welcome and can be used after June 1st deadline**

3. Admission Passes: Vendors receive two (2) weekly gate passes for each exhibit/booth with a limit of (ten) per vendor. Additional gate passes can be purchased through the South Dakota State Fair office. The State Fair offers a special rate for vendors on gate passes, four (4) adult weekly gate passes for sixty(\$60.00) dollars or individual adult weekly passes for \$20. If you order additional gate admission passes with your application, they will be included in your packets that you pick up at your building or from your supervisor when you reach the fair. If they are not purchased prior to that time, you will need to check in with your supervisor and then come to the State Fair office and purchase additional gate passes.

4. Parking Passes: Parking permits can be purchased from the State Fair office or you may order them in your application packet. If you order parking passes with your application, they will be included in your packets that you pick up at your buildings or from your supervisor when you reach the fair. If they are not purchased prior to that time, you will need to check in with your supervisor and then come to the State Fair office and purchase parking passes. The passes are \$15 for the week for parking are located across Nevada just east of the fairgrounds in lot C. Free vendor parking is available at Gate H, located across from the southwest corner of the fairgrounds on Lincoln Avenue.

5. Insurance: *Proof of Insurance must be on file at the State Fair Administration Office by July 1, 2010.* The South Dakota State Fair requires \$1,000,000 liability insurance. All fair vendors MUST submit to the Administration Office prior to July 1st a copy of their liability and property damage insurance policy showing a non-cancellation clause including the dates of the fair, September 2-September 6, 2010. The South Dakota State Fair assumes no responsibility for accidents which may occur to you, your employees, or members of the fairgoing public. The Lessee agrees, at its sole cost and expense, to maintain the appropriate insurance required by the South Dakota State Fair and the State of South Dakota during the term and period of this agreement. Said insurance shall require that thirty (30) days written notice be given to the State of South Dakota and the South Dakota State Fair before cancellation of said policy of insurance. Lessees are also responsible for submitting to the Administration Office proof of adequate Workman's Compensation Insurance, Commercial General Liability Insurance, and Business Automobile Liability Insurance. Insurance must be in accordance with the State of South Dakota's Workman's Compensation Act – Section SDCL 65-1-2. All insurance must be arranged by the exhibitor/concessionaire at his expense. NO exhibitor/concessionaire will be allowed to set up without proper proof of insurance. ***The name on your vending contract MUST match the name on your insurance.***

INSURANCE REQUIREMENTS:

A. COMMERCIAL GENERAL LIABILITY INSURANCE - Exhibitor/Concessionaire shall maintain occurrence based commercial general liability insurance or equivalent form with a limit of not less than \$1,000,000.00 each occurrence. If such insurance contains a general aggregate limit it shall apply separately to this agreement or be no less than two times the occurrence limit.

B. BUSINESS AUTOMOBILE LIABILITY INSURANCE - Exhibitor/Concessionaire shall maintain business automobile liability insurance or equivalent form with a limit of not less than \$1,000,000.00 each occurrence. Such insurance shall include coverage for owned, hired & non-owned vehicles.

C. WORKER'S COMPENSATION INSURANCE - Exhibitor/Concessionaire shall procure and maintain workers' compensation and employers' liability insurance if required by South Dakota law.

CERTIFICATES OF INSURANCE - Thirty days prior to commencement of work under this agreement, Exhibitor/Concessionaire shall furnish the State with properly executed Certificates of Insurance which shall clearly evidence all insurance required in this agreement and provide that such insurance shall not be cancelled, except on 30 days' prior written notice to the State. Exhibitor/Concessionaire shall furnish copies of insurance policies if requested by the State.

REFUND POLICY:

A. Exhibitors cancelling space once a deposit has been made will be entitled to a 50% refund of any monies deposited up to 5:00 p.m. August 1, 2010 There will be no exceptions to this policy. **After this date, NO refunds will be issued.**

B. The Fair and/or the State of South Dakota will have a lien upon any and all property stored, used, or located upon the leased space, or elsewhere upon the Fairgrounds by the Licensee for any unpaid rentals or for any and all damages sustained by the breach of this license or otherwise caused by the Licensee, and shall have the right to distraint such property or any part of it without process of law, and may appropriate any or all such property as its own to satisfy any such claim.

C. In the event the Exhibitor/Licensee fails to comply in any respect with the terms of the license, all payments for exhibit space shall be deemed earned and nonrefundable by the Fair and the Fair shall have the right to occupy the space in any manner in the best interests of the Fair without further notice to the Exhibitor/Licensee.

SUBLETTING

Subletting of space in any way, shape or form is strictly forbidden. Anyone found to be subletting space shall have all contracts voided and all fees previously paid will be forfeited, not as a penalty but as liquidated damages.

ELECTRICAL SERVICES:

The State Electrical Commission will be issuing and enforcing the policies regarding electrical service inspection. More specifically, it will be handled by the Electrical Inspector for the Huron, South Dakota area, Ronald Lund. Lund can be contacted at (605) 280-2145. **Appropriate matting will be required to secure all cords and hoses extending from all booths. The State Fair has a limited number of matting and a deposit of \$50 for each of these will be required. Please bring the necessary equipment to set up your exhibit/booth.**

OUTDOOR CONCESSIONAIRES AND EXHIBITORS

Outside electrical service and wattage must be paid in advance to the South Dakota State Fair at the published rate. Failure to correctly identify electrical/power needs will result in relocation of exhibit space to an area where power can be provided only if such space is available. If such space is not available, the exhibitor, at their cost may request an upgrade of power or can operate using the existing site with limited or no electricity.

- 240 volt connections use a Standard Straight Blade Four Wire Plug.
- 120 volt connections use a Standard Three Prong Exison Plug.

South Dakota enforces the National Electric Code. Listed below are some of the safety requirements for the State Fair. Please ensure your equipment is in safe working condition before requesting to connect it.

1. Each location shall have a single fusible disconnect to disconnect all power.
2. Each cord shall be grounded and have properly sized conductors for the electrical load being served – the cords shall be in good condition.
3. Polarity will be tested at each location – condition of electrical equipment will also be checked.
4. A \$3.00 re-inspection fee may be imposed if a re-inspection is necessary.

INSIDE ELECTRICITY

All Exhibitors/Concessionaires will be charged for electrical service. The electrical fees are included in your application and must be returned with full payment no later than June 1, 2010.

FAILURE TO CHECK YOUR ELECTRICAL NEEDS ON YOUR APPLICATION MAY RESULT IN IMPROPER PLACEMENT

FEE UNPAID AT THE TIME OF THE INSPECTION OR HAZARDS IN THE INSTALLATION WILL RESULT IN IMMEDIATE ELECTRIC POWER DISCONNECTION UNTIL SUCH TIME AS THE CORRECTIONS ARE MADE.

VENDOR RULES

FAIR DATES AND HOURS:

The fair dates for 2010 are **September 2nd-September 6th ,2010**

The fair opens daily at 7 am. Gates admission is charged from 7am to 8pm.

RULES OF CONDUCT:

All exhibitors are expected to conduct themselves in a professional manner. Exhibitors will refrain from mentioning their competitors or their products or services in a derogatory manner or in any other way disparaging another exhibitor who is also participating in the fair. Any unruly conduct, refusal to follow rules, or use of foul language may be considered grounds for expulsion from the fair. Such exhibitors may not be invited to return to subsequent fairs.

The sale and/or misuse of daily exhibitor passes and parking passes by exhibitors, their agents, family members, or any other person may result in immediate expulsion with no refund; there may be monetary fines or criminal charges filed, and the exhibitor may not be allowed to return to subsequent fairs.

VENDOR AND EXHIBITOR HOURS AND RULES:

ALL VENDORS MAY DRIVE ONTO THE GROUNDS TO RESTOCK AND DELIVER SUPPLIES TO THEIR BOOTHS BETWEEN 8AM AND 9AM. NO VEHICLES WILL BE ALLOWED ON GROUNDS BETWEEN 9AM AND 10PM.

Vendors, with the exception of Outdoor Farm and Ag Machinery/Equipment vendors, are required to be open from 9am to 8pm each day of the fair. *Labor Day Monday vending hours are 9am-7pm.* A breach of contract or a violation shall result in revocation and forfeiture of all rights and privileges granted by contract to the lessee and the lessee will not be allowed to return the next year. Indoor vendors may enter the buildings one hour prior to public hours. Outdoor food vendors may stay open later to accommodate the late evening crowds coming into the fair. Gate admission is charged from 7am until 8pm Thursday through Sunday. There is no charge after 8pm to enter the grounds on those days. On Labor Day, Monday, September 7th, admission is charged from 7am until 5pm. After 5pm there will be no gate admission in hopes of encouraging fairgoers to come in and eat, ride carnival rides, and visit the beer garden. ALL vendors/exhibitors must be set up and ready for business on opening day by 9:00 am. There will be no exceptions, latecomers will not be allowed to set up.

SET UP DATES

Inside set up begins at 8:00 a.m. the Monday prior to the fair except in the Women's Building where it begins at noon on Wednesday, the day before the Fair begins.

Outside set up begins the Monday prior to the fair.

FORKLIFT SERVICE is available on a first-come, first-serve basis for set up and tear down. To obtain this service, go personally to the maintenance shop and request this service in advance. We will not assume responsibility for damage or accidents caused during the use of the forklift. To make an appointment you must have the name of the company, lot number and area where the booth/exhibit is located. Charges include the driver and forklift and are \$15.00 for 15 minutes or less and \$1.00 for every minute thereafter. **The forklift will not be available for tear down until after 8pm on Monday, September 6th.**

Set up will be allowed on the first day of fair until 9am. ALL vendors must be in place and set up by 9am, September 2nd, or forfeit their location. Monies will not be refunded if vendors are not set up and ready for business by 9am opening day.

Gate admission will be required Thursday at 7:00 a.m. Security will be on duty Tuesday prior to fair at 6:00 pm.

TEAR DOWN

NO exhibit or concession may be removed or dismantled until 7:00 p.m. on the last day of the fair. Covering the display or hauling stock out shall constitute early closure. **A breach of contract or a violation shall result in revocation and forfeiture of all rights and privileges granted by contract to the lessee and the lessee will not be allowed to return the next year.** All sums paid by the lessee become the property of the South Dakota State Fair as liquidated damages. Exhibitors/Concessionaires **must** remove **all** equipment from buildings on the day after the closing of the fair. All outside equipment and machinery must be removed by September 20, 2010. Equipment left after this date may be removed and shall be stored at the owner's expense. **3rd St. must be cleaned off by Sept.9th, 2010 as we open the street.**

RE-LOCATION OF BOOTH SPACE: Exhibitors will not be allowed to relocate their booth space once they are moved in. Exhibitors may observe what appears to be an available, or empty space after the Fair has begun. There are any number of reasons that some spaces may appear available, but assume that they are not. It is important that Exhibitors are satisfied with the initial space that they have purchased, because that is the space they will occupy for the entire Fair. If an exhibit space is not occupied by 9am opening day, and you have a booth next to the vacant booth, you may inquire about renting the additional area.

AMPLIFIERS, LOUDSPEAKERS AND RECORDINGS

No loudspeakers, amplifiers, radios, or other broadcasting devices are permitted on the State Fairgrounds unless written permission is first obtained from the manager. Approved loudspeakers must be kept at a reasonable volume that does not disturb normal business transactions in adjoining exhibits or the general public. The manager reserves the right to revoke loudspeaker permission, if the provisions of the rule are not observed.

DISPLAY COMPANY INFORMATION (Tents, tables, chairs, etc)

If you need tables, chairs, carpets, etc. for your booth or display, and do not have such equipment readily available to you, contact information for the company providing these services to the fair in 2010 will be included in your returned contract. You may contact the administration office or maintenance during the Fair.

SANITATION/CLEAN UP

All exhibitor/concessionaires must keep their space and/or booth plus the area immediately surrounding their space and/or booth in a clean and sanitary condition at all times by removing any filth and refuse in centralized dump locations on the Fairgrounds as specified by the Grounds Department. All Tables must be **skirted** to the floor to conceal clutter and to make the area more visually pleasing. Vendors in the Food Fair area will be required to assist in keeping the outside area free of garbage.

GREASE DISPOSAL

All Concessionaires who are cooking with grease are responsible for proper disposal of the grease in grease disposal units provided by the State Fair. Inquire at the Concessions Office as to the location of grease disposal units. **IN NO CASE SHOULD GREASE BE EMPTIED INTO THE STORM OR SANITARY SEWERS OR ONTO THE GROUND. ANY VENDOR ATTEMPTING TO EMPTY GREASE IN ANY STORM OR SANITARY SEWER WILL FORFEIT ALL FEES PAID AND WILL BE ORDERED TO LEAVE THE GROUNDS.**

WATER – WASTEWATER - GARBAGE

1. Water used in the stand must be obtained from an approved source. Adequate supplies must be provided.
2. Water must be disposed of in a sanitary sewer system.
3. Garbage and rubbish shall be stored in leak proof, nonabsorbent containers, which shall be kept covered with tight fitting lids. Garbage containers must be provided for customer use.

FOOD PREPARATION AND HANDLING

1. All foods must be prepared in the stands and obtained from approved sources.
2. No bare hand contact with ready-to-eat foods.

3. Potentially hazardous foods consist of milk, meats, eggs, poultry, and fish. These foods must be stored cold. COLD = below 45 degrees Fahrenheit and HOT = 140 degrees Fahrenheit or above. Regularly check cooler and food temperatures.
4. Adequate refrigeration must be provided to maintain product temperatures below 45 degrees Fahrenheit.
5. Adequate cooking in hot-food holding devices must be provided to maintain product temperatures above 140 degrees Fahrenheit. This pertains to all stands where potentially hazardous foods are heated.
6. Meats and other potentially hazardous foods are to be thawed under refrigeration or under portable running water of a temperature of 70 degrees Fahrenheit or below, or as a part of the cooking process. Do not thaw at room temperature.
7. A metal-stem thermometer must be available and used to check internal food temperatures; thermometer may be purchased from restaurant supply companies or from local stores and must be able to measure from 0 degrees to 220 degrees Fahrenheit.
8. Wiping cloths – A separate bucket of sanitizer must be present for rinsing and storing wiping cloths to be used on table tops, counters, and so forth. For example, one capful of liquid bleach added to one gallon of cool water will be acceptable. This should be changed frequently during the day.
9. All utensils used for the dispensing of foods shall be kept either in a running water dipperwell, clean and dried, or in the product during this use. Such utensils should be cleaned and sanitized during periods where there is an interruption of operation or slack time.
10. Only single service articles will be accepted for consumer use.
11. All food service employees are to wear hair nets, caps or hats in such a manner as to restrain their hair. Persons with colds or respiratory illness (coughs, sneezing, etc.), infected wounds, boils, diarrhea, or gastrointestinal illness **MUST NOT HANDLE FOOD**.
12. If spray is used to help eliminate flies and other insects in the food stand, it must be approved by EPA. Approved insect strips may be used away from food preparation, consumption, or storage areas.
13. Use disposable gloves, tongs, napkins or other tools to handle food.
 - **NOTE:** The health authority may impose additional reasonable requirements to protect against health hazards related to the conduct of the temporary food service establishment, may prohibit the sale of some of all potentially hazardous foods, and when no health hazards will result may wave or modify the requirements.

MOBILE FOOD SERVICE REQUIREMENTS/DEFINITIONS

- Mobile food service establishments: any mobile unit in which food or drink is prepared for sale or for service to the public with or without charge.
- Limited menu foods: Non-potentially hazardous foods and beverages, which require no special handling or holding facilities.

GUIDELINES

1. Layout plans must be submitted to the Department of Health for approval at least 30 days prior to the beginning of any new construction or major renovation.
- .2 Foods such as custards, custard pastries, cream-filled pastries and similar products, and salads or sandwiches containing meat, poultry, eggs, or fish are prohibited in temporary food service facilities. Menu items for mobile units shall be reviewed on an individual basis depending upon the facilities provided in the mobile unit.
- .3. Potentially hazardous foods, (milk, meat, eggs, etc.) must be maintained at temperatures above 140 degrees Fahrenheit or refrigerated below 45 degrees Fahrenheit. Thaw foods under refrigeration or as part of cooking procedure.
- .4. Mobile and temporary food units shall provide only single-service articles (paper or plastic cups, utensils and plates) for use by the consumer.
5. All foods must be prepared in the stands and secured from approved sources. This includes all meat, milk, eggs or ice, no foods may be prepared in the private home and dispensed from the mobile unit.
6. Food preparation equipment must be in good repair and easily cleanable.
7. The use of enamelware, graniteware and the reuse of canned food containers are prohibited.
8. All food preparation, storage or serving areas and equipment shall be cleaned and sanitized on a regular basis using a sanitizing solution of 1 oz. of household bleach to 4 gallons of water. Wet wiping cloths must be stored in the sanitizing solution when not in use.
9. Food preparation, other than the preparation and service of frankfurters, will require the presence of adequate utensil washing facilities consisting of a **three compartment sink** with drain board area.

10. Suitable water and wastewater facilities shall be provided in all mobile units as indicated in ARSD 44:02:01 section 146, 147, and 150.
11. Handwashing facilities, hand soap and paper towels must be provided in each mobile food stand. Mobile units should provide tempered water at a hand lavatory in the food preparation and dispensing area.
12. All utensils used for the dispensing of foods must be kept either in a running water dipperwell, cleaned and dried, or in the product during its use. Such utensils should be cleaned and sanitized during periods when there is an interruption of operation or slack time.
13. Single-service items must be dispensed from the original containers or an approved dispensing device and must be properly stored.
14. Garbage and rubbish shall be stored in leakproof, nonabsorbent containers, which shall be kept covered with tight-fitting lids.
15. Plastic bags or wet strength paper liners will be used in all garbage or mixed refuse containers.
16. All food service employees shall wear hairnets, caps or hats in such a manner as to restrain their hair. Employees must also wash hands frequently throughout their work shift, and especially before beginning work. Use disposable gloves, tongs, napkins or other tools to handle food.
17. Mobile food units shall operate from a commissary or other fixed food service establishment, and shall report as necessary to that location for all supplies and for all cleaning and servicing operations.
18. A metal stem product thermometer shall be required in all food service facilities. This will allow operators to check food temperatures regularly throughout the operation period.
19. Mechanical ventilation consisting of metal hood with removable metal grease collection filters shall be provided over all cooking equipment producing smoke, steam or grease vapors in the mobile trailer.
20. In mobile food stands, floors, walls and ceilings shall be constructed so those surfaces are impervious, smooth and cleanable.
21. Plumbing shall be in accordance with the State Plumbing Code.

SD DEPT OF HEALTH PROTECTION PROGRAM 445 EAST CAPITOL PIERRE, SOUTH DAKOTA 57501

SALES AREA

Exhibitors must confine all exhibit activities to within the limits of the space allotted to them. Sales people and demonstrators are prohibited from operating in the aisles in such a way as to be a nuisance or an interference to the public or to other exhibitors. Please check with your building superintendent as to the permissible height of your side panels.

POOLS AND SPAS

Pools and spas must be covered after 8pm until opening of the fair on the following day.

BOOTH SIGNS

All booths must be properly "signed" identifying the booth to the public. All signs must be prominently displayed, and of **professional quality**, secured, and neatly mounted. **NO** exhibitor/concessionaire will be allowed to have their display, stand or trailer skirted in any soft drink, liquor or beer advertisement.

****NOTE: The South Dakota State Fair may limit, due to Corporate Sponsorship, any outside commercial signage on booths or private buildings on the SD State Fairgrounds.**

FOOD FAIR SIGNAGE POLICY

Signage will be allowed on Food Fair booths as detailed below:

- Each food fair location will be allowed to have one 2ft x 4ft sign for each business represented in that location to be mounted horizontally on the awning above the food booth.
- No signage will be allowed below the front serving windows or on the end of the buildings.
- Signage will be allowed on the front of the food fair location between the bottom level of the serving window and the awning.
- Signage may not extend beyond the frontage of the food fair booth.

- Any signage to be attached permanently to the front of the building must be of professional quality and must have approval of the State Fair Manager. Temporary signage will be allowed as long as it is attached to the building in a temporary manner and taken down immediately following the South Dakota State Fair.
- No banners may be attached to the exterior of the food fair.

TAX INFORMATION

You must have a South Dakota State Sales Tax Number. The South Dakota Department of Revenue issues temporary permits for the duration of the fair. Questions you may have regarding sales tax and percentage can be answered by the South Dakota Department of Revenue at the Concessions Office. All of your sales in the State of South Dakota are subject to sales tax.

“All tax rates are subject to change by the South Dakota Legislature each spring”

1. All souvenir, novelty items and services will be at 7.5%
(4% state sales tax plus 2% city sales tax plus 1.5% tourism tax.)
2. All food items will be at the 8.5%
(4% state sales tax plus 2% city sales tax plus 1.5% tourism tax plus 1% municipal gross receipts tax.)
3. Machinery and Irrigation equipment 4%

South Dakota State Fair Sales Tax Guide for Concessionaires will be included in your fair packet upon arrival to the fair by the South Dakota Department of Revenue Sales Tax Division. Concessionaires are required to maintain a beginning inventory list and copies of all invoices of purchases made while at the fair. Information on tax collection day will be included in your fair packet. Your business may be required to post a bond before a temporary permit will be issued for the fair. You will be contacted by the Dept. of Revenue if you need to post a bond. The bond will be returned at the conclusion of the fair if all sales tax are remitted, proper records are maintained and you have your original bond receipt.

For further tax information, please contact: **Department of Revenue, 1-605-995-8080. Identify yourselves as a South Dakota State Fair vendor.** NOTICE: The Dept. of Revenue will collect the 15% against guarantee charged by the South Dakota State Fair to all food vendors.

EXAMPLE FOR FOOD VENDORS

If you pay a guarantee of \$350.00 for your booth, you will not pay the 15% until your sales exceed \$2,333.36. Every dollar of sale after that will be subject to 15% additional rent. All vendors are subject to paying state and local sales tax on total sales amount.

DRAWINGS FOR PRIZES - RULES AND REGULATIONS:

The following rules apply to all Exhibitors who wish to conduct a drawing for a free prize.

- A. Exhibitors who wish to conduct free prize drawings must check the appropriate box when submitting their commercial Exhibit Space Application.
- B. Entry forms/draw slips may ask for patron's name, address and phone number ONLY. The name of the EXHIBIT LICENSEE MUST BE ON ENTRY FORM/DRAW SLIPS, as well as the drawing date and a list of prize(s).
- C. Any information obtained from entry form/draw slip is for exclusive use of the Licensee holding the drawing and may not be sold or distributed to another party.
- D. All drawings for free prizes must be conducted on or before SEPTEMBER 7, 2009, the last day of the South Dakota State Fair. Names, addresses and phone numbers of winner(s) must be submitted to South Dakota State Fair Commercial Exhibits Manager no later than September 14, 2009
- E. No further drawing or purchase may be required for a person to be eligible for the prize drawing and/or obtain the prizes to be awarded.
- F. At the booth where the drawings are entered, a clearly visible sign must be posted to include the following information: 1) Date of drawing 2) Need not be present to win 3) No purchase necessary 4) If entrants are subject to sales appointments, calls or contacts, this must be indicated.

An Exhibitor conducting a drawing who fails to comply with ANY of the above rules shall be subject to immediate cancellation of booth space and/or exclusion from participating in future South Dakota

SAFETY & EMERGENCY INFORMATION

State Fairs.

SECURITY

Building Superintendents are on duty in the exhibit buildings from the opening day of the Fair until Tuesday after the close of the Fair. Overnight security begins on Tuesday, August 31st and continues until Tuesday, September 7th. However, we will not be responsible for losses and suggest that anything of value be locked up or removed each evening when the building closes.

The Fair is not responsible for the security or protection of the property and merchandise of Exhibitors and Concessionaires. Each Exhibitor and Concessionaire should take precautions to avoid theft or damage to such property. The South Dakota State Fair Security has its headquarters located under the West end of the Grandstand at the north end of the Fairgrounds. All lost children or items will be taken to the security headquarters.

LOST AND FOUND

Report lost articles and bring found articles to the Security Office, which is located under the west end of the grandstand.

LOST CHILDREN

Lost children may be brought to the Security Office located under the west end of the grandstand.

FIRST AID

The South Dakota State Fair maintains a First Aid facility. The First Aid station is located adjacent to the Security Office under the west end of the grandstand.

EMERGENCY PHONE NUMBERS

The following emergency phone numbers should be posted in plain sight. When calling for help please know your exact location on the fairgrounds so that such information can be passed to the responding personnel.

Fire Department - 911

Huron Police Department Emergency - 911

Huron Police Department - non-emergency - 353-6467

State Fair Security - 353-6644

State Fair Office - 353-7340

FIRE REGULATIONS

In accordance with the requirements of the State Fire Marshall please study and comply with following measures. If a fire occurs in any container such as a pot, pan, frying pan, cooking vat, etc., place a cover on the container immediately. In case of fire involving bottle gas, fuel or cooking stove, know the location of the valve on gas cylinders supplying fuel and immediately shut off the fuel at the tanks or pipe supply.

Each concessionaire using gas or cooking fuel shall provide an approved, five (5) pound carbon dioxide fire extinguisher mounted in plain sight in their stand. All fires must be reported to the Security Office.

1. All Fire Department hydrants and sprinkler connections are to be kept clean at all times. Do not block fire lanes.
2. Propane and liquified petroleum tanks are not allowed inside buildings.
3. All compressed cylinders, empty or full, shall be secured to prevent tipping.
4. An affidavit of flame proofing of all tents, drop cloths and side curtains is required prior to public occupancy.
5. All decorative materials subject to rapid flame spread shall be flame retardant and subject to a test by a Fire Inspector.
6. Extension cords are not permitted, except for temporary wiring.

7. Gasoline driven equipment for display shall have less than one gallon gasoline.
8. Gasoline in any container is not allowed inside buildings.
9. Flammable or combustible liquids are to be kept to a limit of ten gallons or less.
10. Demonstrations using flammable or combustible liquids are to be conducted in well-ventilated areas.
11. LP-Gas containers are to be approved cylinders.
12. LP-Gas containers are to be easily accessible to emergency personnel.
13. All hood and duct venting systems shall be cleaned before cooking operations begin and thereafter as needed.
14. All stands with cooking facilities shall have a fire extinguisher of a 2A 10BC rated capacity, or larger, at a convenient location within the cooking area.
15. Open type cooking fires, such as charcoal, are not permitted within any building or enclosure.
16. Excessive accumulation of combustibles, papers, cardboard and general waste material must be removed from all areas to the outside as needed.
17. Doors, doorways and aisles leading to EXITS shall be kept unblocked at all times.
18. **SMOKING** is not permitted in any building located on the South Dakota State Fairgrounds. The manager or head of a complex is responsible for enforcement of the **NO SMOKING** rule.

If you have any questions regarding any of the above rules please contact John Coughlin with the Fire Prevention Bureau of the Huron Fire Department at 353-8520 or Steve Hartford, South Dakota Fire Marshal, at 605-874-8470.

ANIMAL HEALTH REQUIREMENTS

ALL animals brought to the South Dakota State Fair for exhibition or display must be accompanied by a health certificate issued by a licensed accredited veterinarian within 30 days of the opening of the Fair. Health certificates properly made out must be presented to a representative of the Animal Industry Board at Gates 4 or 8 only at the time of entry. The SD Animal Industry Board (SDAIB) inspector will retain health certificates. Animals not accompanied with proper health certificates and applicable permits will not be allowed to enter and/or remain at the Fairgrounds. For more information on these regulations, please call the SDAIB at (605) 773-3321.

PLEASE NOTE: The owner of any captive non-domestic mammal is required to have a "Temporary Permit to Possess Captive Non-Domestic Mammals" prior to import to and/or exhibiting these animals in South Dakota. These permits are obtained from the SDAIB and are valid for 14 days and cost \$10.00. This/these permit(s) must be obtained prior to the veterinarian's telephone entry permit from the SDAIB. Health certificates for captive non-domestic mammals must have the following two permit numbers:

1. "Temporary Permit to Possess Captive Non-Domestic Mammals", and
2. Telephone Entry Permit.

Dogs and cats are not allowed on the fairgrounds unless they are on display as part of an exhibit or kept in the campground area on a leash or are necessary for assistance to a handicapped person. Each animal's area must be maintained and kept clean. You will need to show proof of a current Rabies Vaccination.

TORNADO WARNING PROCEDURE

In the instance of a tornado warning on the fairgrounds, every effort will be made to notify all guests. The city tornado alarm will sound and the fairgrounds PA will announce that there is a tornado warning in effect. At that time, people will be directed to storm shelters. These are marked on the map in this booklet. Most of our brick buildings are designated storm shelters. Guests will also be directed by the Public Address systems to avoid taking shelter in tents, temporary structures or near glass panels. Security will have a plan in place to help notify and evacuate people in the buildings and barns that cannot hear the PA announcements.

The cooperation of all of the Exhibitors/Concessionaires on the South Dakota State Fairgrounds is imperative to protect the safety of everyone during a storm warning. An evacuation plan will be enclosed in your vendor/concessionaire packet that you receive at check-in at the fair.

GENERAL VENDOR INFORMATION

EMPLOYMENT

If you need cooks, laborers, waitresses, sales help, craftsman, etc., please contact the South Dakota Career Center at (605) 353-7155 for your temporary help in advance.

BANKING

Banking services are available at the State Fair Treasurer's Office under the west end of the Grandstand located at the north end of the Fairgrounds. An automated teller machine is located in the Grandstand entrance for your convenience.

CAMPING AT THE FAIRGROUND

The South Dakota State Fairgrounds has 1,256 camp sites on grounds and 19 acres for camping just west of the fairgrounds. All sites on grounds have electrical hookups. There are three dump stations here as well. Vendors can camp six nights for \$140. No wristbands are included in this price, as they are for other patrons, because wristbands are included in your vendor pricing. Camping at 19 acres (Gate 13) is \$20 per night with no reservations. If you are interested in camping on grounds during the fair, please call the State Fair office at 800-529-0900.



COMMERCIAL LODGING FACILITIES

Huron offers over 430 comfortable and pleasurable hotel rooms with some of the most competitive rates in the Midwest.

Comfort Inn

100 21st Street
1-877-233-6655/605-352-6655
60 units

Crossroads Hotel

100 4th Street SW
1-800-876-5858/605-352-3204
100 units~Hot Tub, Pool, Weight Room

Riverside Motel

710 3rd Street SE
605-352-6748

Huron Super 8

2189 Dakota Ave. S.
1-800-889-8811/605-352-0740
68 units~Hot Tub & Pool

Sandstone Inn

1274 3rd Street SW
605-352-8200

Top Hat

West Hwy 14
605-352-6781

Dakota Inn

E. Hwy 14
1-800-933-6626/605-352-1400
76 units

Best Western of Huron

2000 Dakota Ave. S.
1-888-816-0317/605-352-2000
52 units

Travelers Motel

241 Lincoln Ave. NW
605-352-6703

HANDICAPPED ACCESSIBLE FACILITIES

The South Dakota State Fair has a number of special facilities for the handicapped. With many of our buildings being at ground level, they are accessible to the handicapped. If the building has a raised entrance, a ramp is provided for ease of access. The camping facilities have restrooms and showers, which will accommodate handicapped persons. In the grandstand there is a special raised seating section for wheelchairs. Parking is available with a handicapped parking permit on grounds at Gates 3.5 (Media Gate) and Gate 6. Other spaces are available along the streets by some of the gates.

TELEPHONES

If you require a private phone, contact Qwest Communications at 1-800-447-1810. You may provide your own telephone but you must make arrangements for service prior to the fair. **MAKE SURE THEY HAVE YOUR CORRECT BILLING ADDRESS - DO NOT USE SOUTH DAKOTA STATE FAIR AS YOUR BILLING ADDRESS**



2010 COMMERCIAL VENDOR APPLICATION

SEPTEMBER 2ND - SEPTEMBER 6TH, 2010

**DEADLINE FOR RETURNING VENDORS: MARCH 1, 2010
PLEASE TYPE OR PRINT - COMPLETE BOTH PAGES**

890 3rd Street SW
Huron, SD 57350
605-353-7340 or 800-529-0900
FAX: 605-353-7348

Company Name _____

Name of Contact Person _____

Address _____ City _____ State _____ Zip _____

Phone _____ Cell Phone _____ Fax # _____

E-Mail _____ Website _____

South Dakota State Fair reserves the right to designate the area where any Licensee may present their exhibit as is beneficial to the South Dakota State Fair and its patrons.

SPACE SIZE REQUESTED: _____
(10'x 8', 10' x 10', 10' x 20', 10' x 30', etc)

WERE YOU AT THIS LOCATION IN 2009? YES ____ NO ____

Building Location (TABLES & CHAIRS NOT INCLUDED)

	Size	Price	After March 1ST
_____ EXPO BUILDING	10' X 8'	\$400	\$475
_____ WOMEN'S BUILDING	10' X 8'	\$400	\$475
_____ TECH CENTER	10' X 10'	\$400	\$475
_____ FAMILY LIVING CENTER,	10' X 10'	\$400	\$475
_____ DAKOTA MARKET PLACE	10' X 10'	\$400	\$475
_____ EXHIBIT HALL (BETWEEN FLC & TECH CTR)	10 'X 10'	\$300	\$375
_____ FOOD COURT -PERMANENT FOOD BOOTH		\$1300	\$1375
_____ FOOD OR COMMERCIAL (Independent Midway)	25' X 19'	\$875	\$950
	12.5' X 12.5'	\$475	\$550
_____ 3 RD STREET, W MACHINERY, E MACHINERY, N MACHINERY, NEW HOME, RECREATION AVE			

(1st 25') - \$320 (After March 1, the first 25' will be \$395.) (2nd 25') - \$200 (ALL ADD'L) - 25' - \$130

LOTS ARE 25' FRONTAGE (DEPTHS VARY)

ELECTRICAL REQUIREMENTS

Please indicate what your electrical needs will be for the fair. Additional information on electrical, required matting, securing of cords and hoses, and inspections are in the handbook. This fee includes your electrical inspection fee of \$5.00. **Failure to check your electrical needs may result in improper placement.**

120 volt (20amp) \$23.00 x _____ exhibit(s)
 120 volt (20amp) ~ concessions \$45.00 x _____ exhibit(s)
 240 volt (30 amp & 50amp) \$95.00 x _____ exhibit(s)

DESCRIPTION OF PRODUCT OR SERVICE

List below all items that you plan to sell or display. **ITEMS NOT LISTED HERE WILL NOT BE ALLOWED.** Please be specific - include brand names. (Do not indicate "etc." or "accessories" or "same as last year.") Include photographs and/or brochures. **Requests for changes or additions must be made in writing to the South Dakota State Fair by July 1, 2010. NEW VENDORS - PLEASE SUBMIT A PICTURE OF YOUR FOOD TRAILER OR DISPLAY.**

Comments: _____

All concessionaires receive two **(2) weekly gate** passes for each exhibit/booth (**location not spaces**). **With a limit of (10) passes per vendor.** Additional gate passes can be purchased through the South Dakota State Fair office or can be included in your application fees. **Purchasing your additional passes prior to opening day will save you time!**

Weekly Gate Passes

	NUMBER	TOTAL
Adult weekly -16 years and older - \$20	_____	_____
Youth weekly passes - 6-15 years old - \$10	_____	_____
Weekly value pack - 4 adult bands - \$60	_____	_____

Concessionaire/Exhibitor

Parking - \$15 (off grounds only)	_____	_____
West Machinery/Lincoln Fence Parking \$15.00	_____	_____
Supply Truck or Trailer parked in designated area - \$75	_____	_____
Delivery Vehicle: (Gates 4,6 & 8) - \$40.00	_____	_____

Golf Cart Vehicle Permit - \$150.00

(Golf Cart must be approved by management and have \$1million liability insurance coverage. If using your own golf cart, must also have a letter from a certified mechanic as to the sound operation of the golf cart) Golf Cart needs to be listed on your insurance

**Space, Electric, Additional Passes, State Fair Announcement
State Fair Marketplace Coupons & \$2.00 Processing Fee**

Processing Fee: \$2.00

Total \$ _____

once your application has been approved you will receive a contract and a vendor pass in the mail. Please sign the contract and send it back to the State Fair office **with 1/2 of your payment within two weeks.**

For Office Use Only

Date: _____	Credit Card
Check #: _____	_____ Mastercard _____ Visa _____ Discover Card
Pass #: _____	Card Number: _____
Sticker #: _____	Expiration Date: _____
Receipt #: _____	Authorization #: _____
Sent: _____	Picked Up: _____ Hold: _____



New this year. **Marketing opportunities for South Dakota State Fair vendors.** Promote your product or services to 163,000 fairgoers and be included in nearly 1500 camping packets. You won't want to miss out on these marketing opportunities.

Great way to advertise for the 125th Anniversary of the South Dakota State Fair.

State Fair Marketplace Coupons

A new and exciting opportunity has been created just for South Dakota State Fair Vendors! Advertise in the State Fair Marketplace!

The State Fair Marketplace will be a coupon insert in nearly 1500 camping packets that go out.

You are directly advertising to the thousands of people who are staying on grounds during the fair.

The State Fair Marketplace will also be available on our website, www.sdstatefair.com.

The same coupon that is inserted in the camping edition of the State Fair Marketplace will be uploaded to the web edition.

If interested in taking advantage of this, please check your selection below and email a black and white 2.5in. x 4in. camera ready ad to candi.hettinger@state.sd.us. by July 30th

_____ \$100.00 - Inclusion in the State Fair Marketplace camping edition

_____ \$150.00 - Inclusion in the State Fair Marketplace camping and web edition

_____ No, I do not want to take advantage of this opportunity.

PA Announcements

To be broadcast over the State Fair PA system.

Advertise your product or services during peak times by purchasing ads over the State Fairgrounds PA system. You will reach 163,000 fair goers with your advertisements.

2 mentions per day x \$25.00 per day

____ Thurs. ____ Fri. ____ Sat. ____ Sun. ____ Mon. **Cost: \$** _____

State Fair Marketplace Coupons Total: \$ _____ **PA Announcements** Total \$ _____

Spots are limited and sold on a first come, first serve basis.