

Vendor Handbook and Space Rental Guide 2020



South Dakota State Fair
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TABLE OF CONTENTS

Important Dates to Rememberpage 2

Vendor Agreement.....page 2

Insurance.....page 3

General Vendor Information and Services.....page 3

Vehicle Passes and Parking Passes.....page 5

Vending Times.....page 6

Vending Areas.....page 6

Sanitation and Clean Up.....page 7

Tax Information.....page 8

Safety and Emergency Information.....page 8

Important Dates To Remember

November	Renewal Applications will be mailed to qualifying vendors
December	Signed Renewal Applications are due back 30 days of date issued <ul style="list-style-type: none">○ Any requests for changes to size, location, or products must be clearly stated on the Renewal Application.○ No agreement will be issued if a Renewal Application is not received by 30 days of date issued.
January/February	Vendor agreements will be mailed to vendors once Renewal Application have been processed by the State Fair. <ul style="list-style-type: none">○ Agreements must be returned with original signature and half the total balance due back 30 dates of date issued.○ Certificate of insurance must show coverage of 2020 SD State Fair dates and must be received prior to set-up.
June	Full payment of any outstanding balance due <ul style="list-style-type: none">○ Cancellation after June 15 will not receive a refund.○ Cancellations prior to June 15 there is a \$100 non-refundable deposit fee on payments.
Aug. 31- Sept. 2	Vendor Set up
September 2	Preview Day/Independent Midway vendors required to be set up and operating by 5pm
Sept. 3 - Sept. 7	2020 South Dakota State Fair
September	Vendors must remove all equipment from buildings within 24 hours after the closing of the fair. All outside equipment and machinery (with the exception of West 3 rd St.) must be removed within five days of the last day of fair. West 3 rd St. must be cleared off by the first Wednesday evening after fair. Equipment left after this date may be removed and stored at the owner's expense.

Vendor Agreement

This Vendor Handbook and Space Rental Guide is incorporated into and made part of the Vendor Agreement which must be signed by each vendor. Violation or noncompliance with any of the terms and conditions contained in the Vendor Handbook and Space Rental Guide may be grounds for termination of the Vendor Agreement.

Signing of the Vendor Agreement permits the South Dakota State Fair to use the vendor's name and list of products in the promotion of the fair, to include, but not be limited to, the fair website and social media, unless express written request to the contrary is received by the State Fair.

Vendor agreements are valid for the period stated within the agreement. The State Fair will annually review the performance of each vendor with the object of offering the opportunity to enter into a new agreement for another term to as many vendors as appropriate and possible.

Insurance

All vendors are required to provide a Certificate of Liability Insurance which clearly shows all insurance required by the Vendor Agreement.

- A. Commercial General Liability Insurance: The Vendor shall maintain occurrence based commercial general liability insurance or equivalent form with a limit of not less than \$1,000,000.00 for 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: The Vendor shall maintain business automobile liability insurance or equivalent form with a limit of not less than \$1,000,000.00 for each accident. Such insurance shall include coverage for owned, hired and non-owned vehicles.
- C. Worker's Compensation Insurance: The Vendor shall procure and maintain workers' compensation and employers' liability insurance as required by South Dakota law.

Coverage must be in effect for annual dates of South Dakota State Fair. The name of the "Insured" vendor must match what is printed on the Vendor Agreement. Any DBAs for the business must be listed on the Certificate of Insurance if different from that listed on the Vendor Agreement.

General Vendor Information and Services

Convention Services

ABC Rental has tents, tables, chairs, carpets, etc. for booth or display available for rent. Please note that no tents may be set up indoors. In addition, tents located may be required so order tents early. Please contact ABC Rental for rental information at: ABC Rental, 1701 W 12th St., Sioux Falls, SD 57104, 605.331.3644.

Employment

Please contact the South Dakota Career Center at 605.353.7155 for assistance hiring cooks, laborers, waitresses, sales help, craftsman, etc. You may inquire with the vendor coordinator to determine if the State Fair has a list of people looking for employment.

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. Automated teller machines (ATMs) are located throughout the fairgrounds, including in the Grandstand entrance.

Camping

The South Dakota State Fairgrounds has campsites available on and around the fairgrounds. All sites on grounds have electrical hookups. There are three sanitation stations available. Vendors can camp six nights for \$185. No wristbands are included in this price. Camping is also available off-grounds for \$25 per night. If a vendor is interested in camping on grounds during the fair, please call Shelley at the State Fair office at 605.353.7340 or 800.529.0900.

Lodging in Huron

Quality Inn

100 21st Street
1.877.233.6655/605.352.6655

Huron Super 8

2189 Dakota Ave. S.
1.800.889.8811/605.352.0740

Sandstone Inn

1274 3rd Street SW
605.352.8200

Dakota Inn
E. Hwy 14
1.800.933.6626/605.352.1400

Crossroads Hotel
100 4th Street SW
1.800.876.5858/605.352.3204

Best Western of Huron
2000 Dakota Ave. S.
1.888.816.0317/605.352.2000

Riverside Motel
710 3rd Street SE
605.352.6748

Travelers Motel
241 Lincoln Ave. NW
605.352.6703

If unable to obtain lodging, SDSF has a list of campers, campsites and private rooms for rent at 605-353-7353.

Electrical

Electricity is available in many locations and can be requested on the renewal, application or order form. Failure to correctly identify electrical needs on your renewal or application form will result in the relocation of an exhibit to an area where power can be provided only if such space is available. The exhibitor, at their cost, may request an upgrade of power if available.

- 240 volt connections use a standard straight blade four wire plug
- 120 volt connections use a standard three prong extension plug

South Dakota enforces the national electric code.

Due to safety concerns, vendors are required to provide appropriate matting to secure all cords and hoses extending from all booths.

Telephones

If a vendor requires a private phone line, please contact Century Link Communications at 1.800.447.1810. A vendor may provide their own telephone but arrangements must be made for service prior to the fair. Make sure Century Link Communications has the correct billing address. Please do not use the State Fair address as the billing address.

Internet Service

Wifi may be available at booth locations however speed, consistency or service is not guaranteed particularly during peak hours. To purchase a direct connection (at Vendors' own expense), call Midcontinent Communications at 1.800.888.1300. Vendors are welcome to bring their own MiFi or Hotspot.

Rules of Conduct

All vendors are expected to conduct themselves in a professional manner. Any unruly conduct, refusal to follow rules, use of foul language, inappropriate dress or other unprofessional conduct may be considered grounds for expulsion from the fair. Such vendors may not be invited to return to subsequent fairs.

Pets

Pets are welcome in the campground, but not allowed anywhere else on the fairgrounds except as part of an exhibit or a service animal (proper credentials may be required) Pets must be leashed and have all current vaccinations. At no time are pets allowed to be tied to supply trucks in supply truck parking area.

Forklift Service

Forklift service is available for \$20 for 30 minutes or less or \$50 above 30 minutes. For more information, please call 605.350.5451.

Golf Carts

Each vendor will be allowed to bring one personal golf cart per business or a golf cart can be rented from GTI. Reserve your golf cart early with GTI as carts are limited and sell out early. Call 800.477.0467 to reserve a golf cart. All golf carts must purchase a permit from the State Fair office. The cost of the permit is \$200.

Package Delivery

Starting on Preview Day Wednesday, all deliveries will be made to Gate 6. Depending on the package being delivered, State Fair staff may be able to deliver packages to vendors. If not, the vendor will be notified to come get it. State Fair is not responsible for lost packages. All packages delivered after the fair will not be signed for and will be returned with the delivery driver.

Admission, Vehicle and Parking Passes

Gate Passes

All vendors and employees are required to purchase admission passes. If you are on grounds prior to the gates being manned it is your responsibility to purchase the appropriate passes. At least one gate pass will be added onto every contract for each vending location if not ordered in advance.

Delivery and Service Vehicles

All deliveries to the fairgrounds are to be made prior to 10 AM or after 8 PM. All deliveries should come in Gate 6. If it is after 10 AM, vehicles will be held at the gate until the manager or vendor coordinator is notified. Personal vehicles are not delivery vehicles and should be parked during fair hours. All service vehicles must purchase a permit.

Supply Trucks

Supply truck parking passes are available. Parking is also available off-grounds at Gate 13 and 7th Street and Nevada. Electricity for supply trucks is available on a limited basis. Please note if a vendor plans on staying in a supply truck while at the fair, a camping permit is required and must also be purchased.

Parking Passes

All parking passes have a designated parking location on them. Vendors' vehicles should be parked in this area during vending hours. After vending hours, if a vendor's vehicle is moved it should be removed from grounds. If a vendor is driving around during fair hours, the parking permit can be revoked. No trailers or vehicles are allowed on the fairgrounds during the fair without a permit issued by the State Fair.

Vending Times

Set up times must be adhered to. Please make sure all those working a vending space are aware of the set up times. Please be aware that all vehicles must be off grounds daily by 9 AM.

Indoors

Mon./Tues. Aug. 31-Sept 1	8 AM –5 PM
Wed. Sept. 2	8 AM –8 PM
Women's Bldg. Only Wed. Sept. 2	12 PM-8 PM
Thurs. Sept. 3	7:30 AM–9 AM

Outdoors

Mon./Tues. Aug. 31-Sept. 1	8 AM–5 PM
Wed. Sept. 2	8 AM–8 PM
Food Booths	8 AM-5 PM

Hours of Operation

Independent Midway vendors are required to be up and running by 5 PM on Wed. Sept. 2 and remain open until the carnival closes at approximately midnight.

With the exception of Outdoor Farm and Ag Machinery/Equipment, vendors are required to be open from 9 AM to 8 PM each day of the fair. Labor Day vending hours are 9 AM-5 PM. Indoor vendors may enter the buildings one hour prior to public hours. Outdoor food vendors may stay open later at their discretion.

Gate admission is charged from 7 AM-8 PM Thurs.-Sun. There is no charge after 8 PM to enter the grounds on those days. On Labor Day, admission is charged from 7 AM-3 PM. After 3PM no gate admission is charged. All vendors must be set up and ready for business on opening day by 9 AM. Unfortunately, latecomers cannot be accommodated.

Tear Down

No vending space may be removed or dismantled until 5 PM on the last day of the fair. Covering the display or hauling stock out shall constitute early closure. Vendors must remove all equipment from buildings within 24 hours after the closing of the fair. All outside equipment and machinery (with the exception of West 3rd St.) must be removed within five days of the last day of fair. West 3rd St. must be cleared off by the first Wednesday evening after fair. Equipment left after this date may be removed and stored at the owner's expense.

Vending Areas

Amplifiers, Loudspeakers, and Recordings

No loudspeakers, amplifiers, radios, or other broadcasting devices are permitted on the State Fairgrounds without written permission from the State Fair office. Approved loudspeakers must be kept at a reasonable volume that does not disturb normal business transactions in adjoining exhibits or the general public. Any vendor who violates may be asked to remove their sound amplifiers. If a second warning is needed the vendor may be removed from the fairgrounds.

Sales Area

All booths must be staffed. Vendors 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.

The height exhibits on either side of indoor booths may be 4' high at the front of the booth (the first 5' from aisle) and 8' high at the back of the booth (5' from the back curtain).

Sales of Large Items

If a vendor sells an item that cannot be moved via a golf cart, delivery will have to be set up before 10 AM or after 8 PM. The Information and Vendor Services office may also be able to assist with the delivery of larger items.

Signage

The South Dakota State Fair may limit, due to corporate sponsorships, any outside commercial signage on booths or private buildings on the South Dakota State Fairgrounds.

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. Vendors are not allowed to have their display, stand, or trailer skirted in any soft drink, liquor, or beer advertisement.

Food Sales Signs

Prices charged by food and beverage vendors must be posted in a prominent place in the booth on official price signs. Signage will be allowed on food and beverage booths as detailed below:

- Each food fair location will be allowed to have one 2' x 4' 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 office. Temporary signage will be allowed as long as it is attached to the building in a temporary manner and taken down immediately following the fair.
- No banners may be attached to the exterior of the food fair.

Pools and Spas

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

Benches

Benches are placed throughout the fairgrounds, prior to the fair, for use by our visitors. Please do not move benches from their set locations.

Sanitation and Clean Up

All vendors must keep their space, plus the area immediately surrounding their space, in a clean and sanitary condition at all times by removing any trash to centralized dump locations on the fairgrounds as communicated during set-up. All tables must be skirted to the floor or draped to conceal clutter and to make the area more visually pleasing. Booth workers must be neat and tidy in their dress. Persons found working who are not complying with this section may be asked to leave the grounds.

Grease disposal

All Vendors 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 Information and Vending Services office as to the location of grease disposal units. Grease should not be emptied into storm or sanitary sewers or on the ground.

Water- Wastewater- Garbage

Water used in the stand must be obtained from an approved source. Water must be disposed of in a sanitary sewer system. Food vendors may have to use a holding tank for grey water storage. Garbage shall be stored in leak proof, nonabsorbent containers, which shall be kept, covered with tight fitting lids. Covering water hose with matting is required and is the vendors responsibility.

Food Preparation and Handling

When preparing and handling food, the vendor is responsible for knowing and complying with all applicable state, local, and federal laws. It is recommended that the person in charge of the temporary food service be trained and certified in a recognized food safety program such as ServSafe and that the person in charge directs employees in proper food handling practices. All food handlers must be aware of and follow generally accepted safe food handling techniques. Training information and materials are available from the Department of Health at <http://doh.sd.gov/food/> or by calling 605.773.8107. Any food vendors that is cooking food that gives off grease laden vapors (deep fat frying) needs to have a Class K extinguisher close by. The extinguisher needs to be stored at least 4 inches off the ground with valid expiration dates.

Tax Information

All vendors 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 regarding sales tax can be answered by the South Dakota Department of Revenue at the Information and Vendor Services office on Monday afternoon beginning at 4 pm and Tuesday morning until noon. All sales in the State of South Dakota are subject to sales tax.

The *South Dakota State Fair Sales Tax Guide for Vendors* will be included in the vendor fair packet by the South Dakota Department of Revenue. Vendors are required to maintain a beginning inventory list and copies of all invoices of purchases made while at the fair. Information on tax collection will be included in the vendor fair packet. A vendor's business may be required to post a bond before a temporary permit will be issued for the fair. The vendor will be contacted by the Department of Revenue if this is needed.

All tax rates are subjective to change by the SD Legislature each spring.

1. All souvenir, novelty items, and services are 8% (4.5% state sales tax, plus 2% city sales tax, plus 1.5% tourism tax).
2. All food items are taxed at 9% (4.5% state sales tax, plus 2% city sales tax, plus 1.5% tourism tax, plus 1% municipal gross receipts tax).
3. Machinery and irrigation equipment is taxed at 4.5%.

Noncompliance by concessionaires with South Dakota sales tax laws may be grounds for cancellation of space or denial of contract renewal. For further tax information, please contact: Department of Revenue, 605.626.2218.

Safety and Emergency Information

Propane Safety Requirements

As of April 1, 2002, an Overfilling Prevent Device (OPDs) are required on all propane cylinders between 4 and 40 pounds propane capacity, per the 1998 edition of NFPA 58, Liquefied Petroleum Gas Code. Cylinders of this size manufactured after September 30, 1998, are required to have an OPD. For reference, a typical gas grill cylinder holds about 20 pounds of propane.

After April 1, 2002, propane cylinders not equipped with an OPD must either be retrofitted with the device or properly disposed of and replaced with an OPD-equipped cylinder.

For safety reasons, the Huron Fire Department does periodically drive through the campgrounds. Any camper that has an illegal propane tank will be required to remove it from the fairgrounds immediately. It will be the owner or occupant of the camper's responsibility to remove and properly dispose of the propane tanks. Propane tanks are not to be used or stored inside any buildings. Need to be stored outside and secured to keep them from falling over. This also includes CO2 tanks

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 the Tuesday before the fair and continues until the Tuesday after the fair. The State Fair is not responsible for losses and suggests that anything of value be locked up or removed each evening when the building closes.

The State Fair is not responsible for the security or protection of the property and merchandise of vendors. Each vendor 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.

Report lost articles and bring found articles to the Security Office.

Lost children may be brought to the Security Office.

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

Below are emergency contacts for the fairgrounds. When calling for help please know the exact location on the fairgrounds so that such information can be passed to the responding personnel.

Fire Department - 911

Huron Police Department - 911

Huron Police Department (non-emergency) - 605.353.6467

State Fair Security (open 24 hours) – 605.353.6644

EMT (open 24 hours) – 605.353.6674

State Fair Office – 605.353.7340

Fire Regulations

All vendors should be aware of fire regulations and keep fire lanes and emergency exits open. Each vendor using gas or cooking fuel shall provide an approved, a five pound carbon dioxide fire extinguisher mounted in plain sight in their stand and mounted at least four inches from the ground. All fires must be reported to the Security Office. Any food vendors that is cooking food that gives off grease laden vapors (deep fat frying) needs to have a Class K extinguisher close by.

Propane and liquefied petroleum tanks are not allowed inside buildings. All compressed cylinders, empty or full, shall be secured to prevent tipping. Extension cords are permitted providing they are heavy gauge/industrial. Temporary wiring is not allowed unless conducted by certified electrician.

All hood and duct venting systems shall be cleaned before cooking operations begin and thereafter as needed. Doors, doorways and aisles leading to EXITS shall be kept unblocked always.

Severe Weather Protocol

The State Fair's severe weather protocol is posted in public places around the fairgrounds and is available on the State Fair's website.