

# VENDOR HANDBOOK

## 2023 SD State Fair



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[www.sdstatefair.com/participate](http://www.sdstatefair.com/participate)

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## Important Dates To Remember

December	Renewal Applications will be sent to qualifying vendors by email (unless US Mail is requested).
December	Renewal Applications are due back by January 15, 2023. <ul style="list-style-type: none"><li>○ Application must be filled out completely. Space size, location, and products must be clearly stated.</li></ul>
January/February	Renewal applications are processed and reviewed by State Fair staff. Vendors will receive notification regarding status of application. Vendor Agreements will be emailed or mailed to applicants selected as 2023 State Fair vendors. Applicants not issued Vendor Agreements will have their application kept on file. Vendor Agreements must be returned with original signature and half the total balance, due back 30 days from date issued.
June	Full payment of any outstanding balance due June 1. <ul style="list-style-type: none"><li>○ Full payment is required on any Vendor Agreement issued after June 1.</li><li>○ Cancellation after June 15 will not receive a refund.</li><li>○ A non-refundable \$100 fee will be applied to any cancellation prior to June 15.</li><li>○ Any Vendor Agreement issued after June 15 will not qualify for a refund.</li></ul>
<b>August 1</b>	<b>All Certificates of Insurance are Due!!</b> <b>Certificate of Insurance must show coverage of 2023 SD State Fair dates, including setup and teardown and must be received prior to set-up.</b>
Aug. 28 – Aug. 30 August 30 Preview Day	Vendor Setup All food vendors located on Independent Midway are required to be set up and operating by 5 PM. Independent Midway vendors who choose not to be open may not be considered for renewal in the future.
Aug. 31 - Sept. 4	2023 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 <sup>rd</sup> St.) must be removed within five days of the last day of fair. West 3 <sup>rd</sup> 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

For the purposes of the Vendor Agreement, the term Vendor will refer to both Exhibitors and Concessionaires.

Exhibitor: Vendor will ONLY display, or exhibit, items during the South Dakota State Fair. No products will be sold, with the sole exception that Vendors selling licensed vehicles are also considered exhibitors.

Concessionaire: Vendor will offer items for sale during the South Dakota State Fair. This includes food and non-food items.

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 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. Such insurance shall include the "South Dakota State Employees, Officers, Agents and Assigned" as an additional insured.

- 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. General aggregate limit shall 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, including setup and teardown dates. 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.

A Certificate of Liability Insurance **must** follow the sample provided on the following page.



## **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, utility locates are 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 Department of Labor 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 the main fairgrounds have electrical hookups. There are two sanitation stations available. Vendors can camp six nights for \$185 if sites are available. No admission is included in this price. All camping is processed through the Camping Coordinator, Jeanette Linke. Please contact her at [jeanette.linke@state.sd.us](mailto:jeanette.linke@state.sd.us), 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, contact the Huron Chamber of Commerce at 605.352.0000 for a list of campers, campsites, and private rooms available for rent.

### **Electrical**

Electricity is available in many locations and can be requested on the application form. Failure to correctly identify electrical needs on your renewal or application form may result in the relocation of an exhibit to an area where power can be provided, but only if such space is available. The vendor, 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**

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

### **Rules of Conduct**

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.

The South Dakota State Fair is a family-oriented event. Vendors must use care in displaying suggestive or profane merchandise. Please place a warning sign on the outside of the booth stating "WARNING: This booth contains suggestive or profane merchandise".

### **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 at no charge to vendors on a first come/first served basis. For more information, please call 605.353.7340.

### **Golf Carts**

Vendors will be allowed to bring one personal golf cart per business. All golf carts must purchase a permit from the State Fair office at a cost of \$300 each. Your golf cart is to be used in conjunction with your vendor booth **only** and not for recreational use. Please do not abuse this privilege. Abuse may result in loss of permit.

## **Package Delivery**

Starting on Wednesday (Preview Day), all deliveries must 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 and get it. The 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 weekly gate pass will be added onto every Vendor Agreement for each vending location if not ordered in advance.

### **Restocking Passes**

All vendors will be issued one restocking pass at no additional charge. Deliveries to the vendor's exhibit space are to be made prior to 9 AM. Vendors must enter the fairgrounds through the gate assigned to them on their restocking pass and leave the grounds before 9 AM. A restocking pass does not give any vendor on-grounds parking privileges.

### **On-Lot Camper/Office**

Any camper being used as an on-lot office and/or sleeping space is subject to the following guidelines:

- Vendors must apply and be approved for a permit issued by the South Dakota State Fair. There will be a \$185 fee for the permit.
- The camper must fit within the boundaries of the Vendor's agreed upon vending space.
- The camper must not hinder the operation of any other Vendor, including restricted visibility or customer traffic flow.
- Availability of electricity may be limited.

### **Supply Trucks**

Supply truck parking passes are available on-grounds for \$100. Free parking is also available off-grounds at 7<sup>th</sup> Street and Nevada and on 9<sup>th</sup> Street. Electricity for supply trucks is available on a limited basis.

### **Parking Passes**

All parking passes have a designated parking location on them. Vendors' vehicles should be parked in this area during vending hours. 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

Set-up times must be adhered to. Please make sure all those working a vending space are aware of the set-up times.

#### Indoors

Mon./Tues., Aug. 28 - Aug. 29	8 AM – 5 PM
Wed., Aug. 30	8 AM – 8 PM
Women's Bldg. Only Wed., Aug. 30	9:30 AM – 8 PM
Thurs., Aug. 31	7:30 AM – 9 AM

#### Outdoors

Mon./Tues., Aug. 28 - Aug. 29	8 AM – 5 PM
Wed., Aug. 30	8 AM – 8 PM
Independent Midway - Aug. 30	8 AM – 5 PM

\* Any vendors wishing to set up prior to August 28 must get pre-authorization by contacting Vendor Coordinator.

### Hours of Operation

Indoor/Outside Vendors	9 AM – 8 PM
Machinery Vendors	9 AM – 6:30 PM
Independent Midway Vendors	9:30 AM – carnival closes

Preview Night- Independent Midway vending begins at 5 PM on Wed., Aug. 30

### **ALL VEHICLES must be off grounds daily by 9 AM.**

- Indoor vendors may enter the buildings one hour prior to public admission.
- Outdoor 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 Labor Day, admission is charged from 7 AM - 3 PM. After 3 PM no gate admission is charged.
- All vendors must be set up and ready for business on opening day by 9 AM.

### Tear Down

Monday, Sept. 4 All Vendors 5 PM

### **NO VEHICLES moving on grounds before 5 PM.**

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 (except for West 3<sup>rd</sup> St.) must be removed within five days of the last day of fair. West 3<sup>rd</sup> 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. Salespeople and demonstrators are prohibited from operating in the aisles. Vendors disregarding this policy may be at risk for non-renewal.

The height of 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). Some exceptions may apply to vendors located in the center aisles of the Dakota Market Place and Tech Center.

## **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 9 AM or after 8 PM. The Information and Vendor Services office may also be able to assist with the delivery of larger items.

## **Signage**

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

## **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. All signs/signage must be professionally printed, or computer produced. No handwritten signs are allowed. 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.
- All signs/signage must be professionally printed or computer produced. No handwritten signs are allowed.
- 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. Trash should be removed to any centralized dump locations on the fairgrounds. 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. Workers 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 must 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 vendor's 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 four inches off the ground with valid expiration dates.

## **Tax Information**

The *South Dakota Sales and Use Tax Guide for Vendors* is available from the South Dakota Department of Revenue at [https://dor.sd.gov/media/mddj3snx/2020-07\\_sales-use-tax-guide.pdf](https://dor.sd.gov/media/mddj3snx/2020-07_sales-use-tax-guide.pdf). Vendors are required to maintain adequate business records documenting all sales and business-related purchases made while at the fair. 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 subject to change by the SD Legislature each spring.

1. The general rate for taxable sales made at the State Fair is 8% (4.5% state sales tax, plus 2% Huron city sales tax, plus 1.5% state tourism tax).
2. An additional 1% municipal gross receipts tax is due on sales of prepared food, alcohol and admissions for a total of 9% (4.5% state sales tax, plus 2% Huron city sales tax, plus 1.5% state tourism tax, plus 1% Huron municipal gross receipts tax).
3. Farm machinery and irrigation equipment sales are taxed at 4.5% state tax only.

4. Food and beverage vendors agree to pay an additional commission of 16% on their surplus sales to the State Fair. (See calculation below)

Gross sales does not include the 9% sales tax due.

Total gross receipts received minus the 9% sales tax is amount subject to the additional 16% commission  
total sales – 9% sales tax – (vendor space rent ÷ 0.16) = surplus sales  
surplus sales x 16% = food/beverage commission

The commission will be calculated and remitted to the South Dakota Department of Revenue at the end of the State Fair.

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 four- and forty-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 responsibility of the camper's owner or occupant 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 Monday after the close of the fair. Overnight security begins on the Tuesday before the fair and ends on Labor Day evening. 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) - 605.353.8550**

**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 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 vendor cooking food which gives off grease-laden vapors (deep fat frying) must 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 always be kept unblocked.

## **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. It is as follows:

### **All persons are responsible for their own safety!**

Stay tuned to your communications device and PA announcements for the progress of any potentially damaging weather conditions. In the event threatening weather is evident or a watch has been issued, check your immediate area to ensure that doors, windows, and objects that may become airborne by high winds are secure.

In the event of severe weather, all people are encouraged to seek shelter and go to the **NEAREST BRICK STRUCTURE** or other appropriate building on grounds. **STAY AWAY FROM TIN WALLED RESTROOMS, OPEN SPAN BUILDINGS, AND WOOD BUILDINGS.** Shelters on the fairgrounds are identified on the State Fair map and are listed below:

**On-grounds Shelters**

**Open 24 Hours**

- 4-H Dairy Goat Barn
- Open Class Dairy
- **Any Brick Constructed Restroom including:**
- Coyote Corner Campground Restroom
- Pasque Park Campground Restroom
- Honey Bee Lane Campground Restroom
- Rushmore Court Restroom
- Rec Avenue Restroom
- Machinery Row Restroom

**Open 9 AM – 8 PM (Closed 5 PM on Monday)**

- Horticulture Building
- Women’s Building
- Family Living Center
- Information & Vendor Services Building

**Open 9 AM – 10 PM**

- Underneath the Grandstand

In the case of a natural or technical event, emergency information can be obtained through a variety of methods including:

- The State Fair public address system (when State Fair staff is on-grounds)
- State Fair employees (when on-grounds)

**Radio**

- |                  |              |           |
|------------------|--------------|-----------|
| • KOOL (98.3 FM) | 605.996.1100 | Mitchell  |
| • KOKK (1210 AM) | 605.352.1933 | Huron     |
| • KIJV (1340 AM) | 605.352.8621 | Huron     |
| • KJRV (93.3 FM) | 605.352.1933 | Huron     |
| • KDLO (96.9 FM) | 605.886.9404 | Watertown |
| • WNAX (570 AM)  | 800.367.9629 | Yankton   |

**Television**

- Dakota News Now (ABC/NBC)
- KELOLAND (CBS)

**Additional Resource Telephone Numbers:**

- |  |              |
|--|--------------|
| • Aberdeen Weather Service                           | 605.225.5547 |
| • National Weather Service (covers Beadle Co)        | 605.330.4247 |
| • Huron Fire Department                              | 605.353.8520 |
| • Huron Police Department                            | 605.353.8550 |
| • Beadle County Sheriff                              | 605.353.8424 |
| • Huron State Radio                                  | 605.353.3527 |
| • Beadle County Emergency Management                 | 605.353.8421 |
| • SD State Fair Office (during regular office hours) | 605.353.7340 |