

## Specialty Food Vendor Application

Event Dates: June 5 – September 12, 2020

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### Logistical Information

The event will run from 5:30-10:00 PM daily. Estimated attendance is 1500 - 3500. Festival seating will be available for attendees and entertainment will consist of live musical performances on the Levitt stage. Vendor arrival and setup will begin at 4:00 PM. Vendors must be completely set up and ready for business by 5:30 PM and begin tear down promptly at 9:30 p.m. Vendors must be prepared for periodic health inspections; these will likely take place starting at 5:00 p.m. No trucks may be set up on the street or sidewalk, only in the designated area. Specialty Food Vendors will be given a map prior to the event indicating their location.

### Vendor Selection Process

Levitt Sioux Falls will select outside vendors based on the following criteria:

- Uniqueness and attractiveness of product
- Reasonable prices/good product value to customers
- Opportunity for new vendors/variety
- Past Participation – any past working experience between Levitt and vendor must be positive. Was vendor...
  - Respectful to Levitt staff and customers?
  - Adhere to rules and guidelines as stipulated?
  - Adherent to offering products stated in application?
- Attractive, clean setup
- Have met recycling and packaging/container guidelines
- Timeliness of complete application submission

### Vendor Placement

Placement will be on the pre-specified food vendor pads located on stage right of the facility.

### Quality of Presentation/Equipment, Fire & Cleaning Regulations

- All vendors must have a professional presentation, and will be responsible for supplying their own canopy, equipment, garbage receptacle and whatever else is necessary for the successful booth operation. Signage and banners need to be clean and professional looking. Signage must include logos approved by Levitt Sioux Falls.
- No charcoal grills are allowed.
- If you are cooking with grease, you must provide your own tarpaulin, which must cover the full footprint of your cooking area.
- All vendors that cook anything **must have an ABC fire extinguisher** on hand. All vendors that cook with grease **must also have a Class K fire extinguisher** on hand at the event. A fire inspection may take place. Fire extinguishers must have a current tag.
- All vendors must dispose of their trash and recyclables properly. Garbage receptacles will be provided, but grease and large amounts of food waste must be taken offsite. Please do not leave your trash bags next to event garbage receptacles. If they don't fit, or will cause the bin to overflow, you must haul them out with you.

**ENFORCED in 2020: We do not permit the use of Styrofoam containers in the event area. We request the use of paper or cardboard containers as they are recyclable and/or biodegradable in a landfill, and ask you to minimize wrappers for straws or utensils, as they create a large amount of litter. Compostable plastics are acceptable.**

- **No plastic bags** – vendors will not be allowed to hand out products in plastic bags. Paper or reusable bags are acceptable.
- A separate cleaning deposit check is required, but will only be cashed if additional labor or cleaning services are needed to clean your area afterwards OR if you do not show up to the event OR if you use Styrofoam. If not cashed, this check will be returned after the event(s).

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### Electricity

- Each vendor will have an electrical pedestal located at their pod. Each pedestal will include: 1 - 20 Amp, 120 volt GFCI; 1 – 30 Amp, 3 wire 208 volt receptacle; and 1 – 50 Amp, 3 wire 208 volt receptacle.
- Vendors must supply their own heavy-duty extension cords.

### Menu Choices and Date Selection Form

Please fill out your preferred menu choices and available dates on the attached Menu and Date Selection Form. We will do our best to honor your choices, but we cannot guarantee all items will be allowed. We do not want numerous vendors selling the same thing at any given event. Diversity of ethnic and cultural food choices is encouraged. Also included on the form are all of the dates that we will have available for food truck participation at the Levitt. Please select all of the dates that your truck would be available. We will then update you upon acceptance of your application on the menu and dates that we would like to have you participate.

### Beverage Policy

- Specialty food vendors will not be allowed to sell or give away commercially packaged beverages such as water, soda, beer, or wine.
- Food vendors wishing to sell a “homemade” or no-brand product such as lemonade, coffee, or smoothies, should indicate so on their application as part of the menu selection. Allowances for these types of beverages will be made on a case-by-case basis.

### Insurance Requirements

Vendors must have liability insurance for this event. At time of application, we ask that you **submit a copy of your General Liability Insurance Policy listing Friends of Levitt Sioux Falls, Inc. and the City of Sioux Falls as additionally insured**. No one will be allowed to vend without this proof of liability.

### Application Deadline, Acceptance Notification and How to Apply

- Applications are due by **Friday, January 31, 2020**.
- Once selected, an invoice will be sent to you for \$125.00 per event selected to participate. You will also be asked to provide a cleaning deposit check of \$125.00 that will be held until the end of the season and returned to you if you have complied with all of the regulations listed in the application.
- Note: The \$125.00 per event fee paid to the Levitt includes the applicable point of sale fee to the city of Sioux Falls for your sales permit for each day you are selected.
- You will receive a participant packet (emailed) with set-up information approximately 1 month prior to the event.
- There will be **no refunds** once accepted to the event, even if the event is hindered or moved indoors due to weather, or for any other situation. All funds are fully committed to the production, promotion, and marketing of the event.

You will be notified by **Monday, February 10, 2020** if you have been selected, food options selected and the dates we would like to have you participate.

### Complimentary Food Vouchers

Levitt at the Falls requires that each vendor donates food vouchers that will be provided to our volunteers and opening act artists who will use these vouchers at your truck during the event. Levitt at the Falls will create and distribute up to \$100 in \$5 vouchers to the volunteers/artists participating at the lawn that day. These will be dated and marked accordingly and are only good for the day of performance.

### Sales Tax Information

**South Dakota Sales Tax License:** No charge to obtain a license through the SD Dept. of Revenue  
**Contact Information:** South Dakota Department of Revenue  
300 S Sycamore Ave, Ste 102  
Sioux Falls, SD 57110  
605-367-5800  
Contact: **Mariah Vilhauer**

- All vendors are required to pay taxes on sales of products sold. Applicable tax rates for these events include:
  - State Sales Tax = 4.5%
  - Sioux Falls Municipal Sales Tax = 2%
  - Tourism Tax = 1%
  - Municipal Gross Receipts Tax = 1%
- The names of registered event vendors will be submitted to the South Dakota Department of Revenue. Each vendor will be responsible for submitting the appropriate tax, if any. An event return will be provided to all vendors to complete. If you have a permanent SD sales tax license, complete name/address portion including your license number and return to the Department of Revenue. Pay your sales tax due on your regular license return. If you do not have a permanent SD sales tax license number, complete the form and return it with your tax due to the Department of Revenue. Please contact the Dept of Revenue at the address above to verify rates and for more information.
- Information on taxes and forms can be found at: <https://dor.sd.gov/businesses/taxes/>
- Note, under the Tax Facts section, check out both the Bars & Restaurants and Tourism Tax Facts as these both would apply to food truck vendors.

### Food License Information

**Contact Information:** City of Sioux Falls Health Department  
(For both SD Food License 521 N Main Ave, Ste 101  
And City Operating Permit) Sioux Falls, SD 57104  
605-367-8760 - <http://www.sioxfalls.org/health.aspx>

- Anyone who serves food to the public must obtain and prepare that food from an inspected facility that has earned a South Dakota Food Service License. This includes restaurants, mobile food service vehicles, etc. This food must be stored and served as per Health Department regulations. Contact them above for information.

### Questions?

Contact Tom Eisner at:  
Email: [teisner@levittsiouxfalls.org](mailto:teisner@levittsiouxfalls.org)  
Office: 605-271-1854

**Levitt at the Falls**  
524 N Main Ave #106  
Sioux Falls, SD 57104