

Food Vendor Manual

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Dear Sturgis Motorcycle Rally Exhibitor:

On behalf of the City of Sturgis, I welcome you to be a part of the 2007 Sturgis Motorcycle Rally. We take pride in hosting the premier motorcycle rally in the world and realize that the vendors add the variety and uniqueness to make our event a success.

This material has been compiled by representatives of the City of Sturgis, Meade County and the State of South Dakota in order to provide you with the information necessary to vend at the 2007 Sturgis Motorcycle Rally. Please, read this material and go over the checklist provided to insure that you will be prepared. City ordinances and state laws pertaining to the Sturgis Motorcycle Rally are also available for your viewing. If you should have any further questions regarding being a vendor at the Sturgis Motorcycle Rally, please contact the Rally Department.

The Sturgis Motorcycle Rally will be celebrating its 67th Anniversary on August 6th – 12th in 2007. We hope you can be a part of this celebration.

Best Regards,

A handwritten signature in cursive script that reads "Lisa Weyer".

Lisa Weyer, Director
Sturgis Motorcycle Rally
1147 Sherman Street, Ste. #201
Sturgis, SD 57785
605-720-0800 phone
605-720-0801 fax
info@sturgismotorcyclerrally.com

Food Vendor Checklist

A checklist has been provided in an effort to help you comply with the various ordinances and regulations. The following checklist is organized according to the process in which you need to follow to obtain a vendor's license. While every effort has been made to provide a complete list, vendors still bear full responsibility for compliance with any and all regulations.

Process Where to Obtain Fees References

<p><i>Step 1</i> A permanent vending location (mobile vending is not allowed)</p>	<p>City property or Private Landowners</p>	<p>Varies</p>	<p>See <u>Vendor Property Rental Listing</u> Under Vendor Information at www.sturgismotorcyclerally.com</p>
<p><i>Step 2</i> Obtain Temporary South Dakota Sales Tax License</p>	<p>South Dakota Department of Revenue</p>	<p>Bond of \$500 for businesses with poor reporting history ONLY.</p>	<p>www.state.sd.us/drr2/sturgis/index.html</p> <p>All SD sales tax license holders must obtain a temporary sales tax license if vending in a location other than the permanent licensed location.</p>
<p><i>Step 3</i> Apply for a health inspection from the SD Department of Health</p>	<p>You should apply for the health inspection 14 days prior to the event. However, the Health Department will have a temporary office at the City Finance Office. Stop in to set up a time for inspection. Your food stand must be set up prior to inspection.</p>	<p>\$25.00 Temporary Food Vendor License payable to the SD Dept. of Health</p>	<p>See <u>SD Dept. of Health Temporary Food Service Requirements</u></p> <p>Or call (605) 773-3364</p>
<p><i>Step 4</i> Apply for City of Sturgis Vendors License (if vending within city limits)</p>	<p>See Vendor License Application On this website or call: <i>or</i> The Rally Dept. (605)720-0800</p>	<p>\$600 (This includes: \$175.00 for Sanitation Fee & \$425.00 for Vendor Fee)</p>	<p>Available at www.sturgismotorcyclerally.com</p> <p>Or by contacting the Rally Department at (605) 720-0800</p>

Overview of Requirements

- ✓ Vendor Applications need to be filed at the City of Sturgis Finance Office at 1040 Second Street, Suite #103, Sturgis, SD 57785 accompanied by the appropriate fee and a copy of your temporary SD Sales Tax License.
- ✓ Pre-registration for a vendor application can be processed during the time period of June 1 – July 1, 2007. Or you may obtain your vendor's license upon arrival at the City of Sturgis Finance Office.
- ✓ The City of Sturgis Vendor License Fee must be paid by credit card (MasterCard or Visa), cashiers check or money order. Cash accepted only when licensing at the Finance Office.
- ✓ SD Department of Revenue will accept checks for the bond on the temporary sales tax license.
- ✓ Requests for advance sales tax licenses must be received by the SD Department of Revenue no later than July 5, 2007. If a license application is received after this date, the sales tax license packet will not be mailed. However, the application will be processed and the vendor may pick up the license packet at the Revenue Office located at City Hall starting August 1, 2007.
- ✓ Check with the SD Division of Highway Patrol concerning requirements for commercial vehicle licensing. The phone number is 605-347-2671.
- ✓ **You must pass your health inspection before you can obtain a City of Sturgis Vendors License.**

Inspections
What to Expect?

Inspection	Fees	Entity	Reference
Health	\$25.00	State of South Dakota	See South Dakota Dept. of Health Temporary Food Service Requirements
Temporary Structure	Included in Vendor License	City of Sturgis	See Temporary Structure Ordinance
City of Sturgis Vendors License	\$600.00	City of Sturgis	See Licensing of Transient Merchants Ordinance
South Dakota Temporary Sales Tax License	Bond for businesses with poor reporting history only.	State of South Dakota	See SD Dept. of Revenue Regulations
Electrical	Inspection Fee may be required	State of South Dakota	See South Dakota Electrical Commission Guide

Note: All licenses must be posted in a conspicuous spot for view of the inspectors. The City of Sturgis Inspection Team will be inspecting for all necessary licenses and inspection requirements.

GENERAL INFORMATION

- 1) **The City of Sturgis accepts no responsibility for any agreement made between the vendor and property owner from whom the vendor is renting space.**
- 2) All Sales are subject to South Dakota sales tax. Sales tax within the City of Sturgis for temporary vendors is 7% for goods and services and 8% for food, beverage & lodging.
- 3) All vending stands, booths, canopies, etc. are required to be set 5 feet away from all public alleys within the City of Sturgis. Vending in public Right of Ways is prohibited unless otherwise approved by the Sturgis City Council.
- 4) All tarps, canopies, overhangs, etc. utilized for vending stands shall be flame retardant or flame resistant. No other items shall be used. Inspectors will be looking for a fire retardant tag sewn into the tarp.
- 5) The selling of drug paraphernalia is against the law in the State of South Dakota.
- 6) Open containers of malt beverages and/or liquor are illegal in public within the City of Sturgis and the State of South Dakota. Exception: Establishments legally licensed for the sale and consumption of said beverage.
- 7) Parking in alleys, no parking zones, yellow zones & designated handicapped parking areas is illegal in the City of Sturgis.
- 8) Indecent exposure as described in the State law and the City ordinances is illegal within the City of Sturgis.
- 9) The City provides street cleaning and garbage pickup throughout the rally. The dumpsters located in the alleys are for merchant use. Please place your garbage in these containers.
- 10) Public Paid Parking – is available behind the Motorcycle Expo (aka: Sturgis Community Center) located on 4th and Lazelle Streets. Vendors are encouraged to park in this area and leave closer parking for your customers.**
- 11) It is a Class 1 Misdemeanor (\$1,000.00 fine/1 year in jail) for a vendor to operate without a State sales tax license. It is a Class II Misdemeanor (\$200.00 fine/30 days in jail) for a vendor to operate without a City vendor license.
- 12) It is a Class II Misdemeanor (\$200 fine/30 days in jail) for anyone to sell, display or give away any good or service in a public Right of Way.

**SOUTH DAKOTA
DEPARTMENT OF
REVENUE**

**4447 S CANYON RD STE 6
RAPID CITY, SD 57702-1889**

<http://www.state.sd.us/revenue>

PHONE (605) 394-2332

FAX (605) 394-6076

**QUESTIONS & ANSWERS FOR VENDORS
AND APPLICATION FOR THE SOUTH DAKOTA
TEMPORARY SALES TAX LICENSE**



SOUTH DAKOTA DEPARTMENT OF REVENUE

QUESTIONS & ANSWERS FOR VENDORS AT THE STURGIS RALLY

1. Do I need a sales tax license & how do I get one?

ALL concessionaires must obtain a temporary SD sales tax license for each business location, including Sturgis, Rapid City, Spearfish, Custer or any other cities in the Black Hills area. This also includes locations outside of city limits. Under no circumstances will any vendor be allowed to make any sales before being licensed.

To obtain the temporary license in advance of the rally contact the Rapid City office of the SD Department of Revenue at 605-394-2332. An application & information will also be available at www.state.sd.us/drr2/sturgis/index.html starting in April.

If you do not wish to obtain the license in advance you may contact The Department of Revenue at Sturgis City Hall, 2040 Second St., Suite #103 beginning the week before the rally between the hours of 9am and 4pm.

2. If I have a permanent SD tax license can I just report and pay my taxes on my permanent return form?

No, if you are in a temporary location, even if you have a permanent SD license, you must obtain a temporary license and pay your taxes to the Department of Revenue at Sturgis City Hall during the rally.

3. If I just sell or display motorcycles or trailers do I need a sales tax license?

Yes, all vendors need to display a temporary license card whether they owe tax or not. Vendors selling or displaying motorcycles, trailers, or other vehicles also need to obtain a Temporary Motor Vehicle Dealer permit. Some restrictions apply and there is a fee for this permit. Please see the application and information on the following pages for Temporary Manufacturer, Customizer or Dealer Permit.

4. How much does a license cost?

There is no cost for a license, but all concessionaires with poor reporting history, must post a bond before being licensed to sell merchandise, food or services at the rally. Bond amounts are \$500. See the bond chart on the next page. The department reserves the right to require a bond from any vendor.

5. Is the bond refundable?

Yes, once you have paid all of your taxes at the rally the bond is refunded as long as you return the bond receipt.

6. Can I just deduct the amount of tax owed from the bond?

No. You must pay your taxes according to the filing schedule. Only on your final day can you use the bond to make your payment.

7. When & where do I pay my taxes?

Taxes are to be paid directly to the Department of Revenue at Sturgis City Hall during the week of the rally. If you are located in Rapid City or any city in the Southern Black Hills other arrangements may be made by the Department to pay the taxes.

8. Can I just pay on my last day?

No, vendors are required to pay according to a schedule of collection days. If they leave early they are to pay their final taxes before they leave. The bond is not refunded until the final taxes are paid.

9. What is the tax rate?

Items or Services (not including food):

Sturgis, Deadwood, Lead, Spearfish, Custer, Hill City, Whitewood, Keystone: 7%, Food is 8%.

Rapid City: 6.84%, Food is 7.84%

Hot Springs: 7.0%, Food is 8.0%

Belle Fourche 7.0%, Food is 8.0%

Newell, 7% for both food & other items

If your business is located outside of city limits the rate is 5% for both food and general items and services

10. Can I just get one license for all of my locations?

No, one license for EACH location is required. But only one bond will be required.

11. What kinds of records do I need to keep?

Inventory records, a daily cash sheet, cash register tapes, credit card receipts, bank deposit slips, purchase invoices, sales receipts and supplier lists. Revenue auditors may stop at your location to review your records.

SDCL 10-45-88 states that temporary vendors operating in South Dakota may be subjected to reviews without notice and shall have all records available at all times for review. The records that shall be available at all times include sales receipts, credit card receipts, cash register tapes, inventory sheets, and invoices from suppliers.

*Failure to maintain records is a Class 1 misdemeanor and can result in the immediate revocation of the temporary license.

**2007 RALLY SALES TAX APPLICATION
SOUTH DAKOTA DEPARTMENT OF REVENUE**

You must complete this application whether you are displaying items, taking donations, holding a raffle, giving items away or selling items or services. This application is for ALL Locations including Sturgis, Rapid City, Custer, Spearfish, Deadwood etc.

Owner Name: _____

Mailing Address: _____

City, State, Zip: _____

SSN/EIN: _____ Bus Phone: _____

Home Phone: _____ Cell Phone: _____

E-Mail address: _____ Internet address: _____

SD Sales Tax License Number (write N/A if you do not have a permanent SD License) _____

BUSINESS NAME: _____

Rally Location(s) of business (es): (You will need a license card for EACH location)

Street Address

City

Date business will begin at the Rally: _____ Bond Amount * _____

Will items be **sold** or **displayed**? (circle one for proper license)

Type of items sold/displayed: (be specific) _____

OWNER(S) SIGNATURE: _____ Title: _____

Owner/Officer Social Security Number: _____

***BOND:** For POOR REPORTING Concessionaires ONLY. See the bond chart on the next page. *If you were at the 2006 Rally and filed and paid on time you do NOT need to post a bond.*

The department reserves the right to require a bond from any vendor.

Return Form To:
SD Department of Revenue
4447 S Canyon Rd, Ste 6
Rapid City, SD 57702

For Assistance visit our website at:
www.state.sd.us/drr
or Call (605) 394-2332

Advanced Registration Deadline: July 5, 2007

If the temporary sales tax application is received after July 5, 2007, the vendor license will not be mailed back to the vendor. However, the application will be processed and the license can be picked up at the Sturgis Revenue office starting August 1, 2007.

SALES TAX BOND CHART
A bond is a pre-payment of taxes

A bond is to be paid by **POOR REPORTING Concessionaires ONLY**.
The department reserves the right to require a bond for any vendor.

Bonds may be paid with a check, money order or cash.

<u>ITEM</u>	<u>BOND AMT</u>
Food	\$500
T-shirts	\$500
Leather	\$500
Motorcycle parts	\$500
Tattoo artist/piercing	\$500 per artist
Pinstriping/Airbrushing	\$500
Leather repair	\$500
Motorcycle repair/service	\$500
Clothing – other than t-shirts	\$500
Jewelry	\$500
Artwork	\$500
Sunglasses	\$500
Parking	\$500
Miscellaneous sales & service	\$500

Businesses located outside city limits:

Any items or services	\$500
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**Accounting or Reporting Firm Authorization Form/Responsible Party
Temporary Licensee**

South Dakota Department of Revenue
445 East Capitol Avenue
Pierre, South Dakota 57501-3100

***Please fill out this form if you have an agent or representative
prepare your tax applications and returns for you.***

Licensees are required to file returns/application and pay taxes/fees as they are owed. They are also required to accept and respond to various types of official communications with the Department of Revenue.

If a licensee prefers an agent or representative to fulfill these responsibilities, this authorization form must be completed. This is a privilege extended which requires special handling by the Department, therefore, such action will not be considered unless this form is properly completed and placed on Department. However, the completion of this form does not relieve the licensee of the legal obligations associated with a particular license. The licensee is responsible for the payment of the tax/fee as well as all acts and omissions of the stated Accounting or Reporting firm.

Power of Attorney

KNOW ALL MEN BY THE PRESENT, that the undersigned principal and licensee has made and appointed, and does hereby make and appoint (Firm's Name) _____

Or agents or employees, with the offices at (Mailing Address) _____

(Phone Number) _____ (E-mail) _____

to act as attorney-in-Fact for the undersigned, who makes this appointment either personally or in an authorized representative capacity on behalf of a principal partnership, corporation, or other entity; this power of attorney shall be limited to the following specific purposes involving the South Dakota license(s) indicated:

_____ To prepare, sign and file applications with the Department of Revenue.

_____ To prepare, sign and file with the Department of Revenue periodic tax returns or reports as required by South Dakota law.

The Power of Attorney shall be effective upon receipt thereof by the Department of Revenue and shall continue until cancelled by filing with the Department an instrument properly executed and reciting such cancellation; or

Sales Tax License(s) Tax License Number(s) if previously assigned (if applicable):

Agent or Representative:

Company Name _____

FEIN or SS# _____

Signature of Owner/Legal Rep. _____

Title _____

Address-Mailing _____

City/State _____

Phone Number _____

Principle and Licensee By:

Company Name _____

FEIN or SS# _____

Signature of Owner/Legal Rep. _____

Title _____

Address-Mailing _____

City/State _____

Phone Number _____

IN WITNESS WHEREOF, the undersigned has caused these present to be execute, for benefit of the principal name below.

State of _____)

:ss.

County of _____)

On this _____ day of _____, before the undersigned, a Notary of the Public for the State of _____ personally appeared _____ known to be the person whose name is subscribed to the within instrument, and acknowledge to me that ___ he executed the same in capacity as shown.

IN WITNESS WHEREOF, I have set my hand and seal this _____ day of _____, this certificate above written.

Notary Public

**SOUTH DAKOTA
DEPARTMENT OF HEALTH**

**TEMPORARY FOODSERVICE
REQUIREMENT CHECKLIST
&
APPLICATION**



**Office of Health Protection
600 East Capitol
Pierre, SD 57501
Phone (605)773-4945
Fax (605)773-2680
www.state.sd.us/doh**

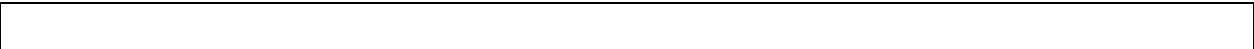
Temporary Foodservice: any food service establishment which operates at a fixed location for a temporary period of time, in connection with a fair, carnival, circus, public exhibition, or similar transitory gathering.

The license fee for a temporary foodservice license is **twenty-five dollars**. It is valid only for the event/location at which it is issued for a period not to exceed two weeks. Applications must be submitted to the Department of Health at least 14 days prior to beginning operation. To determine compliance with all requirements set by the Department of Health, an inspection may be conducted at each stand by a State Inspector with the Department of Commerce and Regulation.

FOOD & UTENSIL STORAGE / HANDLING

REQUIREMENT CHECKLIST

- ❑ **APPLICATION:** A completed temporary food service application is to be submitted to the Department of Health a **minimum of 14 days prior to the event**. Be sure to include the application, a sketch of the booth and the license fee of **twenty-five dollars**.



- ❑ **DRY STORAGE:** All food, equipment, utensils and single service items shall be stored above the floor on pallets or shelving, and protected from contamination.
- ❑ **COLD STORAGE:** Refrigeration units shall be provided to keep potentially hazardous foods at 41degrees F or below. An effectively insulated container with sufficient coolant may be approved for storage of less hazardous foods. Food products must be protected from contamination and cannot be stored in direct contact with ice / water. Ice must be drained as necessary to remove accumulations of water. Meats and other potentially hazardous foods must be thawed under refrigeration or as part of the cooking process.
- ❑ **CROSS-CONTAMINATION:** Do not store raw foods (especially poultry and red meats) above or next to cooked or ready to eat foods in coolers. This is a source of cross-contamination.
- ❑ **DRINK ICE:** Ice used for drinks must be obtained from an approved source and must not be used for cooling food products or drink containers. Ice must be dispensed with a proper utensil and must be self-draining to remove accumulations of water.
- ❑ **HOT STORAGE:** Hot food storage units shall be used where necessary to keep potentially hazardous foods at 140 degrees F or above.

- ❑ **THERMOMETERS:** Each refrigeration unit shall have a numerically scaled thermometer to accurately measure the air temperature of the unit. A metal stem thermometer shall be provided to check the internal temperatures of both hot and cold food. Thermometers must be accurate to +/-2 degrees F, and have a minimum range of 0- 220 degrees F.
- ❑ **FOOD DISPLAY:** All food shall be protected from consumer handling, coughing or sneezing by use of wrapping, food shields or other effective barriers.
- ❑ **FOOD SOURCE:** All foods must be obtained from an approved source. **Foods may not be produced in a private home** and sold from the stand. Foods must either be prepared on-site or purchased from a licensed or inspected source.
- ❑ **RESTRICTED FOOD ITEMS:** Only those foods requiring limited preparation and handling may be served. Foods such as custards, meat salads, or those requiring multiple preparation steps are prohibited.
- ❑ **UTENSIL WASHING FACILITIES:** All utensils and cookware must be washed and sanitized between uses. Each stand must contain adequate utensil washing facilities. This may consist of a three compartment sink or three plastic tubs large enough to accommodate all utensils and equipment. Proper operation of these sinks/tubs includes: washing with warm water and soap in the first sink; clear water rinse in the second; and sanitizing with an approved sanitizer in the third. Household bleach is an acceptable sanitizer when used in the concentration of one-fourth ounce to one gallon of water. Adequate drainboards must be provided to properly air-dry all utensils and equipment. **Hot water must be available in the stand.**

PERSONNEL

- ❑ **HANDWASHING:** A minimum of a two gallon insulated container with a spigot, a catch basin, soap and paper towel dispenser shall be provided for handwashing. The container shall be filled with hot water. Spigot must be capable of turning on for hands free operation. Push button spigots requiring finger pressure to operate are not approved.
- ❑ **HEALTH:** Employees must maintain a high degree of personal hygiene. Employees with open cuts, wounds, or sores cannot handle food items. Employees with gastrointestinal illnesses are also restricted from food handling.
- ❑ **HYGIENE:** Employees shall wear clean outer garments. All employees must wear hair nets, caps, hats or other suitable hair restraint. All employees must wash their hands before beginning their work shift or after using the toilet, smoking, or handling raw animal products. Direct hand contact with food products must be avoided. Suitable utensils or disposable plastic gloves are to be used in place of direct contact.

STAND DESIGN

- ❑ **FLOORS / WALLS / CEILINGS:** Stands must be constructed of wood, canvas, or other material that effectively protects the service area from the weather. All stands must have a floor consisting of asphalt, concrete, wood, or other similar cleanable material. High traffic areas adjacent to the stand must also be covered to eliminate dust contamination.
- ❑ **WORK SURFACES:** All surfaces which are used for food preparation must be non-absorbent, easily cleanable, and durable. All exposed surfaces must be sealed. Food preparation surfaces must be cleaned and sanitized after each use, following any interruption in operations such as handling of raw meat products and ready to eat products. (fruits or vegetables)

WATER / WASTEWATER / GARBAGE

- ❑ **WATER:** All water used in the stand must be obtained from an approved source. Adequate supplies of both hot and cold water must be provided.
- ❑ **WASTEWATER:** All wastewater must be disposed of in a sanitary sewer system. If a sanitary sewer system is not readily available, suitable storage devices must be provided.
- ❑ **GARBAGE:** Garbage and rubbish shall be stored in leakproof, non-absorbent containers which shall be kept covered with tight fitting lids. Garbage containers must be provided for consumer use. Garbage and rubbish must be removed as necessary to prevent a nuisance or health hazard.

FOOD PREPARATION / OPERATIONS

- ❑ **MINIMUM COOKING TEMPERATURES:** All eggs, fish, poultry, meat and foods containing raw animal foods shall be cooked to heat all parts of the food to a temperature that will destroy harmful bacteria. These temperatures must be verified with a product thermometer. Minimum cooking temperatures include:

Ground meats – 155 degrees F

Poultry – 165 degrees F

Beef / Lamb – 145 degrees F

Pork / Pork products – 150 degrees F

Fish / Seafood – 140 degrees F

- ❑ **COOLING:** Cooked potentially hazardous foods shall be cooled from 140 degrees F to 70 degrees F or below within 2 hours and from 70 degrees F to 41 degrees F in 4 hours.

- ❑ **REHEATING:** All leftover products shall be reheated to 165 degrees F within 30 minutes. This must be verified with a product thermometer.
- ❑ **THAWING:** Meats and other potentially hazardous foods must be thawed either under refrigeration; under potable running water at a temperature of 70 degrees F or below for not more than 2 hours; or as part of the cooking process. Do not thaw at ambient temperature.
- ❑ **WET WIPING CLOTHS:** All wet wiping cloths must be rinsed and stored in a sanitizing solution. A concentration of one-half ounce of household bleach to one gallon of water is acceptable.
- ❑ **INSECT CONTROL:** Proper measures must be taken and maintained to eliminate flies and insects from the food booth. Keep the booth and surrounding area clean and sanitary. Keep garbage containers covered and properly maintained. Store garbage containers as far away from the food booth as possible. Keep products, utensils, and single service items covered to reduce insect contamination. If chemical insect sprays are necessary, they must be “Pyrethrin” based and used only outside the food booth.

SOUTH DAKOTA DEPARTMENT OF HEALTH TEMPORARY FOOD SERVICE APPLICATION

Fee - \$25 per stand per event.

Operator's Name Telephone Number

Establishment Name

Mailing Address

City State Zip Code

1. _____
Event Stand Location & City Dates of Event

2. _____
Event Stand Location & City Dates of Event

3. _____
Event Stand Location & City Dates of Event

1. Menu: List all food and beverage items that will be served. No changes will be allowed before or during the event.

2. On the back of this page, draw a sketch of the booth.

3. Please provide any other pertinent information you deem necessary.

I certify that the information provided is true and accurate. I have read and understand the attached requirements and agree that the above described temporary food service will be operated and maintained in accordance with those requirements and consent to allow inspections by authorized inspectors during business hours upon presentation of identification.

APPLICANT'S SIGNATURE

DATE

Booth Sketch:

A. Draw in the location and identify all equipment including handwash facilities, dishwash facilities, ranges, refrigerators, worktables, food/single service storage, etc.

B. Describe floor, wall and ceiling surfaces:

Top View of Stand / Booth Layout



DEPARTMENT COMMENTS:

Copy to Applicant: _____ In Person _____ Mailed

PERMIT NUMBER _____ APPROVED BY _____ Date _____

Division of Highway Patrol

Department of Commerce and Regulation

TILFORD PORT OF ENTRY

PO BOX 905

STURGIS, SD 57785

PHONE: (605) 347-2671

FAX : (605) 347-0072

Subject: Commercial Licensing Requirements

Temporary commercial licenses are available and valid for any 30-day period and may be purchased for up to twelve months. The fees are determined according to gross vehicle weight. A fee schedule and a temporary permit application are included on the following pages. Single trip permits are available at a cost of \$15.00 per single trip. The temporary commercial license may be purchased from a County Treasurer's Office or at a Port of Entry. Single trip permits are available from the permit center, South Dakota Highway Patrol and the Ports of Entry. Operators of vehicles doing business in South Dakota are subject to the requirements for commercial licensing. The proper South Dakota commercial vehicle license can be purchased through the International Registration Plan (IRP), whether it be an annual commercial license, temporary commercial license or a single trip permit.

An intrastate operation is the movement from one point within the state to another point within the same state. This would also include any service where the operator travels into South Dakota to perform a service or to sell a product, such as a vendor at the Sturgis Rally.

The only exception to commercial registration is dependent upon the weight of the actual business property being transported. We have extended the same weight exemption granted to a South Dakota commercial carrier to nonresident operators. This allows a registered vehicle an exemption from commercial licensing when transporting less than five hundred (500) pounds of business property or equipment.

All vendors operating in South Dakota will be subject to inspection for compliance. Non-compliance may result in enforcement action.

South Dakota

30 Day Commercial License Fee Schedule

4,000 Pounds	2 Ton	\$ 9.00
6,000 Pounds	3 Ton	\$ 11.00
8,000 Pounds	4 Ton	\$ 13.00
10,000 Pounds	5 Ton	\$ 15.00
12,000 Pounds	6 Ton	\$ 18.00
14,000 Pounds	7 Ton	\$ 21.00
16,000 Pounds	8 Ton	\$ 24.00
18,000 Pounds	9 Ton	\$ 27.00
20,000 Pounds	10 Ton	\$ 30.00
22,000 Pounds	11 Ton	\$ 37.00
24,000 Pounds	12 Ton	\$ 44.00
26,000 Pounds	13 Ton	\$ 51.00
28,000 Pounds	14 Ton	\$ 58.00
30,000 Pounds	15 Ton	\$ 63.00
32,000 Pounds	16 Ton	\$ 72.00
34,000 Pounds	17 Ton	\$ 79.00
36,000 Pounds	18 Ton	\$ 86.00
38,000 Pounds	19 Ton	\$ 93.00
40,000 Pounds	20 Ton	\$100.00
42,000 Pounds	21 Ton	\$107.00
44,000 Pounds	22 Ton	\$114.00
46,000 Pounds	23 Ton	\$121.00
48,000 Pounds	24 Ton	\$128.00
50,000 Pounds	25 Ton	\$135.00
52,000 Pounds	26 Ton	\$142.00
54,000 Pounds	27 Ton	\$149.00
56,000 Pounds	28 Ton	\$156.00
58,000 Pounds	29 Ton	\$163.00
60,000 Pounds	30 Ton	\$170.00
62,000 Pounds	31 Ton	\$177.00
64,000 Pounds	32 Ton	\$184.00
66,000 Pounds	33 Ton	\$191.00
68,000 Pounds	34 Ton	\$198.00
70,000 Pounds	35 Ton	\$205.00
72,000 Pounds	36 Ton	\$212.00
74,000 Pounds	37 Ton	\$219.00
76,000 Pounds	38 Ton	\$226.00
78,000 Pounds	39 Ton	\$233.00
80,000 Pounds	40 Ton	\$240.00



DIVISION OF HIGHWAY PATROL
DISTRICT 4 - ZONE 4 - TILFORD PORT OF ENTRY
PO BOX 905 STURGIS, SD 57785
PHONE:(605-347-2671) LOCATED ON I90
FAX:(605-347-0072) EAST BOUND
MILE POST 39

FAX REQUEST FORMS FOR PERMITS

We accept Visa, MasterCard, American Express and Discover

1. Name of Carrier / Person : _____
2. Address of Carrier / Person : _____
3. USDOT# : _____ FEIN : _____
4. Carrier / Person Phone Number: _____
5. Carrier / Person Insurance information:
 Name of Insurance company: _____
 Address : _____
 Effective Date: _____ Expiration Date: _____
 Amount : _____ Policy Number : _____
6. Point of Origin : _____ Destination : _____
7. Cargo : _____
8. Routes traveled in South Dakota : _____
9. Vehicle Information
 Apportioned weight for South Dakota: _____ IFTA Fuel permit? _____
 Form RS-3 / Single State Registration ? _____ is SD listed ? _____
10. Truck / Tractor Make : _____ State : _____ License Plate : _____ V.I.N. : _____
11. Trailer #1 Make : _____ State : _____ License Plate : _____ V.I.N. : _____
12. Trailer #2 Make : _____ State : _____ License Plate : _____ V.I.N. : _____
13. Type of Permit/s Requested : _____
14. Oversize / Overweight Information
 Overwidth: __ft. __in. Over length: __ft. __in. Over height: __ft. __in.
**Overweight: INCLUDE AXLE WEIGHTS, BRIDGE MEASUREMENTS, TIRE SIZES, NUMBER OF AXLES
 IF ANY AXLES DO NOT HAVE DUAL TIRES & LOCATIONS, DIAGRAM OF VEHICLE,
 IF ANY AXLE GROUP IS OVER 8 FT. WIDE**

15. Credit Card Number: _____ Expiration Date: _____
16. Phone Number of card holder: _____
17. Call back phone number: _____ Person to contact: _____
18. Fax Number: _____
19. Effective Date of Permit: _____

Contact Information Directory

City of Sturgis

For Overall Rally Inquiries contact:

City of Sturgis Rally Department
Lisa Weyer
1147 Sherman, Ste. #201
Sturgis, SD 57785
Phone: 605.720.0800
Fax: 605.720.0801
Email: info@sturgismotorcyclerrally.com

For Vendor License Applications contact:

City of Sturgis Finance Office
Pauline Sumption
1040 Second Street, Suite #103
Sturgis, SD 57785
Phone: 605.347.4422
Fax: 605.347.4861
E-mail: cityvstg@sturgis.sd.us

For Temporary Structures, City Ordinances and Inspections contact:

City of Sturgis Inspection Department
Bob Kaufman and Scott Rovere
1040 Second Street, Suite #102
Sturgis, SD 57785
Phone: 605.347.4424
Fax: 605.347.4861
E-mail: inspect@rushmore.com

For Garbage/Sanitation and Streets contact:

City of Sturgis Sanitation Department
Randy Nohava
1057 Dudley Street
Sturgis, SD 57785
Phone: 605.347.3916
Fax: 605.347.3516
E-mail: aom@rushmore.com

For Fire Codes contact:

City of Sturgis Fire Department
Ron Koan
1901 Ball Park Rd.
Sturgis, SD 57785
Phone: 605.347.5801
Fax: 605.347.2558
E-mail: sfchief@rushmore.com

For City Law Enforcement Regulations contact:

City of Sturgis Police Department
Jim Bush
1400 Main Street
Sturgis, SD 57785
Phone: 605.347.5070
Fax: 605.347.6828
E-mail: sturgispd@dtgnet.com

State of South Dakota

For South Dakota sales tax information contact:

State of South Dakota Department of Revenue
4447 South Canyon Road Suite #6
Rapid City, SD 57702
Phone: 605.394.2332
Website: www.state.sd.us/revenue/Sturgis

For South Dakota tattoo and body piercing regulations contact:

State of South Dakota Health Department
Waylon Anderson
725 N. LaCrosse
Rapid City, SD 57701
Phone: 605.394.2370
or
Bonnie Jameson
415 E. 4th Street
Pierre, SD 57501
Phone: 605.773.3364

For South Dakota Temporary Food Regulations contact:

**Bill Chalcraft
600 E. Capitol
Pierre, SD 57501
Phone: 605.773.3364**

For South Dakota Commercial Motor Vehicle Regulations contact:

**Tilford Port of Entry
PO Box 905
Sturgis, SD 57785
Phone: 605.347.2671**

Meade County

For Meade County Law Enforcement Regulations contact:

**Meade County Sheriff's Office
1400 Main Street
Sturgis, SD 57785
Phone: 605.347.2681**

For Meade County Vendor Licensing contact:

**Meade County Auditors Office
1425 Sherman Street
Sturgis, SD 57785
Phone: 605.347.2360**