

Raffle 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". The signature is written in black ink and is positioned below the "Best Regards," text.

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

Raffle 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.

<u>Process</u>	<u>Where to Obtain</u>	<u>Fees</u>	<u>References</u>
<p><i>Step 1</i></p> <p>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.sturgismotorcyclerrally.com</p>
<p><i>Step 2</i></p> <p>Get approval from City Council</p>	<p>30 days prior to ticket sales contact Sturgis City Hall to get on the City Council Agenda</p>	<p>None</p>	<p>See details in Raffle Vendor Manual</p> <p>*Must show proof of non-profit status</p>
<p><i>Step 3</i></p> <p>Obtain Temporary South Dakota Sales Tax License</p>	<p>South Dakota Department of Revenue</p>	<p>No bond is required, but you will need to check in with Dept. of Revenue</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 4</i></p> <p>Apply for City of Sturgis Vendors License</p> <p>(if vending within city limits)</p>	<p>See Vendor License Application Fee or call: Finance Office (605) 347-4422 or Rally Department (605) 720-0800</p>	<p>\$175.00 Sanitation Fee Must have tax exempt status</p>	<p>Available at www.sturgismotorcyclerrally.com</p> <p>Or contact 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. You will need to pay the \$175.00 Sanitation Fee only.
- ✓ 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 license upon arrival at the City of Sturgis Finance Office.
- ✓ The City of Sturgis Vendor License Fee must be paid by cash, credit card (MasterCard or Visa), cashiers check or money order. Do not send cash through the mail.
- ✓ Although you will not be collecting sales tax, you will need to go through the paperwork process and register with the SD Dept. of Revenue.
- ✓ 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.
- ✓ Before conducting a raffle, you shall be required to give a 30 day written notice of the time and place of the raffle to the Sturgis City Council. The City Council will then approve or disapprove of the raffle at the following City Council Meeting. You will need to fill out the Raffle Request Form.

Inspections
What to Expect?

Inspection	Fees	Entity	Reference
Electrical	Inspection fee may be required	State of South Dakota	See South Dakota Electrical Commission Guide
Temporary Structure	Included in Vendor License	City of Sturgis	See Temporary Structure Ordinance
City of Sturgis Vendors License	\$175.00 non-profits pay sanitation fee only	City of Sturgis	See Licensing of Transient Merchants Ordinance
South Dakota Temporary Sales Tax License		State of South Dakota	See SD Dept. of Revenue Regulations

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.

RAFFLES/LOTTERIES

CHAPTER 25-1

Regulations for the Conduct of Lotteries within the Corporate Boundaries.

SECTION 25-1-1 -- DEFINITIONS

As used in this Ordinance, "lottery" or "lotteries" means a plan whereby for a valuable consideration, money is raised by selling chances to share in the distribution of prizes.

SECTION 25-1-2 -- PERMITTED FOR RESTRICTED USE

The game "Bingo" as defined in SDCL 22-25-23 or "lottery" as defined in SDCL 22-25-24 may be permitted and may not be construed as gambling or as a lottery within the meaning of SDCL 22-25-1, or Title 13, Chapter 5 of these Ordinances.

SECTION 25-1-3 -- WHO MAY CONDUCT

The Bingo game or lottery must be conducted by a bona fide congressionally chartered veterans organization; a religious, charitable, educational, or fraternal organization; a local civic or service club; a political party; a volunteer fire department; or a political action committee or political committee on behalf of any candidate for a political office which exists under the laws of the State of South Dakota.

SECTION 25-1-4 -- PROCEEDS NOT TO INURE TO ANY INDIVIDUAL

The proceeds from the lottery may not inure to the benefit of any individual.

SECTION 25-1-5 -- NO PROFESSIONAL PERSON OR ORGANIZATION EMPLOYEE TO CONDUCT

No separate organization or professional person may be employed to conduct the bingo game or lottery or assist therein.

SECTION 25-1-7 -- COMPENSATION FOR SERVICES RENDERED

No compensation of any kind in excess of the state minimum wage per hour or Sixty Dollars (\$60.00), whichever is greater, in value is paid to any person for services rendered during any Bingo session in connection with the conduct of the Bingo game or in consideration of any lottery. However, the provisions of this Section do not apply to games or lotteries conducted in connection with a civic celebration recognized by resolution or other official action of the governing body of the municipality.

SECTION 25-1-7 -- VALUE OF PRIZES

No prize in excess of Two Thousand Dollars (\$2,000.00) is to be awarded at any one play of Bingo and no lottery prize is to be awarded in excess of Thirty Thousand Dollars (\$30,000.00) in value. However, a lottery prize of Thirty Thousand Dollars (\$30,000.00) or less in value may also be given to a person who sells a winning lottery ticket or share as long as the winning lottery ticket or share is selected at random.

SECTION 25-1-8 -- NOTICE TO GOVERNING BODY

The organizations authorized under Section 25-1-3 of this Ordinance, before conducting a Bingo game or lottery, shall give thirty (30) days written notice of the time and place thereof to the governing body of the municipality of the intention to conduct such Bingo game or lottery and the governing body does not pass a resolution objecting thereto. Such written notice shall contain the prize, starting date, duration and termination date of the Bingo game or lottery. However, any organization that conducts a lottery and tickets or shares for such lottery are sold statewide shall provide written notice of such lottery pursuant to SDCL 22-25-25 (6).

SECTION 25-1-9 -- LEASE OR AGREEMENT TO PROVIDE EQUIPMENT OR SERVICES PROHIBITED.

No organization authorized to conduct a Bingo game or lottery under this chapter may enter into any lease agreement with any other person or organization or provide equipment or services associated with the conduct of a Bingo game or lottery. However, this section does not apply to any lease or agreement with a distributor licensed pursuant to SDCL 22-25-28 to 22-25-51, inclusive, to provide Bingo or lottery equipment and supplies.

SECTION 25-1-10 -- NUMBERING OF CHANCES

All chances as defined in 25-1-1 shall be numbered consecutively.

SECTION 25-1-11 -- AWARDING OF PRIZES

All lotteries where tickets are not sold state-wide, pursuant to SDCL 22-25-25 (6) and permitted under Section 25-1-2, shall have their prizes awarded within the boundaries of the municipality no later than fifteen (15) days after the termination of said lottery, except in cases where the lotteries are operated and the tickets are sold in other states.

SECTION 25-1-12 -- AFTER LOTTERY REPORT TO FINANCE OFFICER

All organizations conducting a lottery under this chapter shall furnish the City Finance Officer, within fifteen (15) days after the termination of said lottery, the total number of tickets during the conduct of said lottery, the location of the drawing, and the winner of the prize awarded.

SECTION 25-1-13 -- UNAUTHORIZED CONDUCTING A MISDEMEANOR

Any person or organization who fails to report the number of tickets sold and the winner of the prize within thirty (30) days of the close of the raffle or lottery shall be guilty of a class 2 misdemeanor and will be denied by the City Council permission to conduct a raffle or lottery within the City of Sturgis for a period not less than one year, but not longer than two years from the date of said violation.

In accordance with SDCL 22-25-25 (1), an organization may sell raffle tickets that will not be construed as gambling or as a lottery provided that the raffle is conducted by: “a bona fide congressionally chartered veterans organization; a religious, charitable, educational, or fraternal organization; a local civic or service club; a political party; a volunteer fire department; or a political action committee or a political committee on behalf of any candidate for a political office which exists under the laws of the State of South Dakota. SDCL 22-25-25 (6) states that the above mentioned organizations will give thirty (30) days written notice of the time and place of the raffle to the governing body of the country.

REQUEST TO SELL RAFFLE TICKETS

*IN THE CITY OF STURGIS,
SOUTH DAKOTA*

Name of organization conducting raffle: _____

Date raffle will be held (date of drawing): _____

Location of raffle ticket sales: _____

List of prizes to be raffled:

***Prizes cannot be in excess of \$30,000.00 per SDCL 22-25-25 (5)**

Person to contact in regard to raffle: _____

Signed: _____ **Date:** _____

Title: _____ **Phone Number:** _____

**Note: This form needs to be submitted to the City Finance Office at
1040 Second Street, Suite #103, Sturgis, SD 57785
or fax to 605-347-4861**

**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, 1040 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

MANUFACTURER, CUSTOMIZER AND DEALER TEMPORARY PERMITS

PERMIT MUST BE AVAILABLE FOR INSPECTION UPON REQUEST

YOUR PERMIT IS VALID ONLY FOR THE PURPOSE AND PERIOD OF TIME INDICATED ON THE PERMIT, AND IS GOVERNED BY THE FOLLOWING APPLICABLE PROVISIONS:

MANUFACTURER AND CUSTOMIZER:

Allows any person engaged in the business of manufacturing or customizing motor vehicles to display, **but not sell**, any motor vehicles at an event, if the event lasts 3 or more days. The manufacturer/customizer must register with the Department of Revenue and purchase a permit at least 5 days before the event. The fee for a 10-day permit for all motor vehicles, except trailers, is \$150; however, if the permit is purchased at least 5 days before the event the fee is \$100. The fee for a 10-day permit for trailers is \$75; however, if the permit is purchased at least 5 days before the event the fee is \$50.

MOTORCYCLE AND TRAILER DEALER (NEW) -- SELL

Allows any licensed dealer to sell trailers or motorcycles at an event, if the event lasts 3 or more days. A dealer must register with the Department of Revenue and purchase a permit at least 5 days before the event. An out-of-state dealer must provide proof of being a licensed dealer in another state and must attest to having no outstanding dealer violations. **The permit can only be issued if the motorcycles or trailers being sold are not franchised in this state.** The fee for a 10-day permit for motorcycles is \$300; however, if the permit is purchased at least 5 days before the event the fee is \$200. The fee for a 10-day permit for trailers is \$225; however, if the permit is purchased at least 5 days before the event the fee is \$150.

TRAILER DEALER (NEW) -- DISPLAY

Allows any trailer dealer to **display** trailers at an event that lasts 3 or more days regardless of whether the trailer is franchised in this state. A dealer must register with the Department of Revenue and purchase a permit at least 5 days before the event. An out-of-state dealer must provide proof of being licensed in another state and must attest to having no outstanding dealer violations. The permit is valid for 10 days and costs \$225; however, if the permit is purchased at least 5 days before the event the fee is \$150.

MOTORCYCLE AND TRAILER DEALER (USED) -- SELL:

Allows a dealer to sell used trailers or motorcycles at an event, if the event lasts 3 or more days. The dealer must register with the Department of Revenue and purchase a permit at least 5 days before the event. An out-of-state dealer must provide proof of being a licensed dealer in another state and must attest to having no outstanding dealer violations. The fee for a trailer dealer permit is \$225; however, if the permit is purchased at least 5 days before the event the fee is \$150. The fee for a motorcycle dealer permit is \$300; however, if the permit is purchased at least 5 days before the event the fee is \$200. The permits are valid for 10 days.

BOAT AND BOAT TRAILER DEALER (NEW OR USED) -- SELL:

Allows any licensed dealer to sell boats and boat trailers at an event, if the event lasts 2 or more days. A dealer must register with the Department of Revenue and purchase a permit at least 5 days before the event. An out-of-state dealer must provide proof of being licensed in another state and must attest to having no outstanding dealer violations. In order to qualify, the event must be an organized, sponsored event with no less than 3 licensed boat dealers displaying boats. The fee for a boat and boat trailer permit is \$200 and is valid for 10 days.

STATE OF SOUTH DAKOTA
APPLICATION FOR TEMPORARY MANUFACTURER, CUSTOMIZER OR DEALER PERMIT

PLEASE PRINT

MANUFACTURER, CUSTOMIZER OR DEALER: _____		
DEALER NUMBER: _____		TELEPHONE NUMBER: _____
OWNER'S NAME: _____		
ADDRESS: _____		
<i>(Mailing Address)</i>		
<i>(City)</i>	<i>(State)</i>	<i>(Zip)</i>

CHECK TYPE OF PERMIT REQUESTED

<u>TYPE OF PERMIT REQUESTED:</u>	<u>ISSUE PERIOD:</u>	<u>FEE:</u>
<input type="checkbox"/> MOTOR VEHICLE MANUFACTURER – <i>Display Only.....</i> <i>(All vehicles except trailers)</i>	10 DAYS	\$150; \$100 if purchased 5 days before event
<input type="checkbox"/> MOTOR VEHICLE CUSTOMIZER – <i>Display Only</i> <i>(All vehicles except trailers)</i>	10 DAYS	\$150; \$100 if purchased 5 days before event
<input type="checkbox"/> TRAILER MANUFACTURER – <i>Display Only</i>	10 DAYS	\$75; \$50 if purchased 5 days before event
<input type="checkbox"/> MOTORCYCLE DEALER (NEW) – Sell	10 DAYS	\$300; \$200 if purchased 5 days before event

MAKE OF MOTORCYCLE(S): _____
(Permit can only be sold if motorcycles being sold are not franchised in South Dakota)

<input type="checkbox"/> MOTORCYCLE DEALER -- Sell SELLING USED MOTORCYCLES ONLY	10 DAYS	\$300; \$200 if purchased 5 days before event
<input type="checkbox"/> BOAT AND BOAT TRAILER DEALER (NEW OR USED) – Sell	10 DAYS	\$200

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: citystg@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**