

# STURGIS AREA PROPERTY OWNERS MANUAL

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Dear Rally Exhibitor,

On behalf of the City of Sturgis I would like to thank you for choosing to be an exhibitor at the 2010 Sturgis Motorcycle Rally. We are proud to host one of the oldest and largest motorcycle events in the world and recognize that vendors contribute greatly to our success and we appreciate your interest in Sturgis.

While the Sturgis Motorcycle Rally offers an excellent business opportunity we know it is an incredible commitment on your end. We have compiled material from the City of Sturgis, Meade County and the State of South Dakota to help you navigate through the process and provide you with all the information necessary to vend at the 2010 Sturgis Motorcycle Rally.

I encourage you to read this material carefully and review the checklist provided to ensure that you will be prepared. City ordinances and state laws pertaining to the Sturgis Motorcycle Rally are also available for you to review. If you should have any further questions don't hesitate to contact the Rally Department. We are here to help.

**NEW FOR 2010 ~ THINGS TO PAY ATTENTION TO!!**

**SD DEPT OF REVENUE SALES TAX LICENSE HOURS OF OPERATION:**

August 4 <sup>th</sup> , 5 <sup>th</sup> & 6 <sup>th</sup>	Hours 9 am to 4 pm
August 7 <sup>th</sup>	Hours 9 am to 12 pm
August 8 <sup>th</sup>	CLOSED
August 9 <sup>th</sup> , 10 <sup>th</sup> , 12 <sup>th</sup> & 16 <sup>th</sup>	Hours 9 am to 3 pm
August 11 <sup>th</sup> , 14 <sup>th</sup> & 15 <sup>th</sup>	Hours 8 am to 5 pm
August 13	Hours 9am to 1 pm

**CITY OF STURGIS FINANCE OFFICE ACCEPTED FORMS OF PAYMENT:**

**CASH--MONEY ORDERS--CASHIER'S CHECKS ARE ACCEPTED FORMS OF PAYMENT! AN ATM MACHINE IS AVAILABLE AT CITY HALL.**

**CREDIT CARDS WILL NO LONGER BE ACCEPTED!! PERSONAL CHECKS WILL NOT BE ACCEPTED!!**

**BUSINESS CHECKS NOT ACCEPTED AFTER 7-9-10!!**

***Starting August 4th enter the Sherman Street side doors to obtain your licenses.***

The Sturgis Motorcycle Rally will be celebrating its 70<sup>th</sup> Anniversary August 9th through the 15th in 2010. We invite you to be a part of the celebration!

Best Regards,

Brenda Vasknetz, Director  
Sturgis Motorcycle Rally  
605-720-0800 phone  
605-720-0801 fax  
[info@sturgismotorcyclerally.com](mailto:info@sturgismotorcyclerally.com)

**CITY OF STURGIS, *South Dakota***

**Waste Collection & Disposal Form**

I \_\_\_\_\_ being the landowner/legal representative/lessor of property located at \_\_\_\_\_ have in compliance with City Ordinance Title 11.08 provided for the collection and disposal of the following:

Vendor's Business Name: \_\_\_\_\_

Vendor's Name & Address: \_\_\_\_\_

\_\_\_\_\_

**PLEASE CHECK ALL THAT APPLY**

Cooking Grease

Collection Agency: \_\_\_\_\_

Agency Address: \_\_\_\_\_

Agency Contact person: \_\_\_\_\_

Agency Telephone Number: \_\_\_\_\_

Used Motor Oil

Collection Agency: \_\_\_\_\_

Agency Address: \_\_\_\_\_

Agency Contact person: \_\_\_\_\_

Agency Telephone Number: \_\_\_\_\_

Grey Wastewater

Legal Discharge Point (check any of the following being used):

Collection Tank

Sanitary Sewer Clean Out

Sanitary Sewer Fixtures

This \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_

\_\_\_\_\_  
Landowner/Property Manager

\_\_\_\_\_  
Emergency Telephone Number

\_\_\_\_\_  
Landowner Signature

All temporary merchants operating on the above stated property and by way of their temporary operations create or obtain one or more of the above waste products shall present this form to the City of Sturgis prior to making application for a "Temporary Merchants License." Those vendors failing to present a completed "Waste Collection & Disposal License" will not be issued a license to conduct business. Both Landowner and Vendor are jointly responsible for the completion of this form.

## **GREASE BARREL DISPOSAL:**

TIPTON GREASE

605-923-5859

Price/Barrel: \$50.00 minimum

G & G GREASE

Contact: Steve

605-391-0246

Price/Barrel: \$35.00 minimum

Deposit - \$20.00 when barrel is set, refunded at the end of the Rally.

Charge increases to \$45.00 if barrel has to be emptied during the Rally.

The above is information on the disposal of food vendor grease/oil. As a property owner, it is your responsibility to properly dispose of this waste.

## VENDOR CHECKLIST

*This comprehensive checklist has been provided to help you comply with various ordinances and regulations. The checklist is organized to step you through the process you need to follow to obtain a vendor's license. While every attempt has been made to provide a complete list, vendors still bear full responsibility for compliance with any and all regulations.*

<b>Process</b>	<b>Where</b>	<b>Fees</b>	<b>References</b>
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<p><i>Step 1</i></p> <p style="text-align: center;"><b>A permanent vending location</b></p> <p>(mobile vending is not allowed)</p>	<p>City Property or Private Landowners</p>	<p>Varies</p>	<p style="text-align: center;">See Vendor Property Rental Listing Under Vendor Information at <a href="http://www.sturgismotorcyclerrally.com">www.sturgismotorcyclerrally.com</a></p>
<p><i>Step 2</i></p> <p style="text-align: center;"><b>Obtain Temporary South Dakota Sales Tax License</b></p>	<p>South Dakota Department of Revenue</p>	<p>Bond of \$500 for businesses with poor reporting history ONLY.</p>	<p style="text-align: center;"><a href="http://www.state.sd.us/drr2/sturgis/index.html">www.state.sd.us/drr2/sturgis/index.html</a></p> <p>All South Dakota 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></p> <p style="text-align: center;"><b>Apply for City of Sturgis Vendors License</b></p> <p>after receiving your Temporary Sales Tax License</p> <p>(if vending within city limits)</p>	<p>See Vendor License Application Fee on this website <i>or call:</i> Finance Office (605)347-4422 <i>or</i> Rally Department (605)720-0800</p>	<p style="text-align: center;">\$600</p> <p>(This includes: \$175.00 for Sanitation Fee &amp; \$425.00 for Vendor Fee)</p>	<p style="text-align: center;">Available at <a href="http://www.sturgismotorcyclerrally.com">www.sturgismotorcyclerrally.com</a> or by contacting the Rally Department at (605) 720-0800</p>

## OVERVIEW OF REQUIREMENTS

- ✓ Vendor Applications need to be filed with the City of Sturgis Finance Office, 1040 Second Street, Suite #103, Sturgis, SD 57785. Application must be accompanied by the appropriate fee and a copy of your temporary South Dakota Sales Tax License.
- ✓ Pre-registration for a vendor application can be processed during the time period of April 1 – July 9, 2010. Or you may obtain your vendor's license upon arrival at the City of Sturgis Finance Office between the hours of 8 am and 5 pm.
- ✓ The City of Sturgis Vendor License Fee must be paid by cash, cashiers check or money order. No credit cards. Do not send cash through the mail.
- ✓ 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 9, 2010. 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 4, 2010.
- ✓ Check with the SD Division of Highway Patrol concerning requirements for commercial vehicle licensing. The phone number is 605-394-2286.
- ✓ Food and Tattoo vendors will need to pass a health inspection in order to obtain the City license. Inspection information is provided in this manual.

## INSPECTION REQUIREMENTS

<b>Inspection</b>	<b>Fees</b>	<b>Entity</b>	<b>Reference</b>
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	\$600.00 (\$175.00 Sanitation \$425.00 License)	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 South Dakota Department of Revenue Regulations
Health Inspection for Food and Tattoo Vendors	Food Inspection \$38.00	State of South Dakota	See South Dakota Department of Health

*Note: Your license(s) must be posted in a conspicuous spot so it can be easily seen by inspectors. The City of Sturgis Inspection Team will visit every vendor location within the city limits. They are required to physically see your license(s) and make certain all inspection requirements are adhered to.*

## GENERAL INFORMATION

\*\*\*\*\*NEW FOR 2010\*\*\*\*\*

1) Vendors must be properly licensed with the State of South Dakota and the City of Sturgis. Any person(s) caught vending without the appropriate vending permits will be subject to a **significant financial penalty**. All vendors must obtain the following permits within 48 hours of setting up their locations and before any sales can be made. Your license(s) must be posted in a conspicuous spot so it can be easily seen by inspectors. The City of Sturgis inspection team will visit every vendor location within the city limits. They are required to physically see your license(s) and make certain all inspection requirements are adhered to. *Reference City Ordinances & Regulations Section 31.02.03*

- 1) South Dakota Department of Revenue – Temporary Sales Tax License
- 1) City of Sturgis – 12 Day Temporary Vending Permit
- 2) South Dakota Department of Health – Temporary Health Certificate (if Required)

2) **ANY** vendor offering the following services shall have a pre-inspection performed by the inspectors and have passed said inspection prior to the issuance of any permit. *Reference city Ordinances & Regulations Section 31.02.03.*

- 1) Motorcycle/Car Wash
- 2) Oil Changes
- 3) Motorcycle/Auto Dyno Services

### Other Important Items:

- 3) All vending stands, booths, canopies, etc. are required to be set five (**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. The City Inspections Team will mark alley property lines in orange paint and it is the land owners responsibility to ensure the setbacks are met. Any tents, booths, canopies, etc. in violation will be required to be moved prior to being allowed to conduct business. If you are un-certain of your location call The City Inspections at (605) 347-4424.
- 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) No vending stands, booths, canopies, etc. shall be permitted in a **residential zoned district**. It is the property owner's responsibility to ensure their property is zoned correctly to allow for vending.
- 6) The City of Sturgis accepts no responsibility for any agreement made between the exhibitor and property owner from whom the vendor is renting space.
- 7) All Sales are subject to South Dakota sales tax. Sales tax within the City of Sturgis for temporary exhibitors is 7.5% for goods and services and 8.5% for food, beverage & lodging.
- 8) 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.
- 9) Parking in alleys, no parking zones, yellow zones and designated handicapped parking areas is illegal in the City of Sturgis. Public paid parking is available behind the Motorcycle Expo located on 4<sup>th</sup>/Kinship and Lazelle Streets. You are encouraged to park in this area and leave closer parking for your customers.
- 10) Indecent exposure as described in the State law and the City ordinances is illegal within the City of Sturgis.
- 11) 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.

TO PRE-REGISTER, THIS FORM MUST BE COMPLETED IN ITS ENTIRETY AND ACCOMPANIED  
BY THE APPROPRIATE FEE AND A COPY OF YOUR  
TEMPORARY SOUTH DAKOTA SALES TAX LICENSE.

YOU CANNOT PRE-REGISTER IF YOU ARE A FOOD, TATTOO OR BODY PIERCING VENDOR DUE TO  
REQUIREMENT THAT YOU OBTAIN A HEALTH INSPECTION!!

**APPLICATION FOR 2010  
STURGIS MOTORCYCLE RALLY VENDOR'S LICENSE**

**CITY OF STURGIS**

1040 Second Street, Suite #103  
Sturgis, SD 57785  
Phone (605) 347-4422

NAME OF APPLICANT \_\_\_\_\_  
NAME OF BUSINESS \_\_\_\_\_  
ADDRESS \_\_\_\_\_

PHONE NUMBER \_\_\_\_\_

**SD STATE SALES TAX LICENSE NUMBER** \_\_\_\_\_

APPLICATION FOR: \_\_\_\_\_ VENDOR LICENSE \$600.00  
\_\_\_\_\_ FOOD VENDOR LICENSE \$600.00  
\_\_\_\_\_ TATTOO LICENSE \$600.00  
\_\_\_\_\_ BODY PIERCING LICENSE \$600.00

**THE ABOVE \$600 FEE INCLUDES THE \$175.00 SANITATION ASSESSMENT**

\_\_\_\_\_ SANITATION ASSESSMENT ONLY \$175.00  
**(NON-PROFIT AND DISPLAY EXHIBITORS ONLY)**

FOR A PERIOD OF TWELVE (12) DAYS: BEGINNING \_\_\_\_\_  
ENDING \_\_\_\_\_

PHYSICAL STREET ADDRESS OF VENDING LOCATION IN STURGIS:  
\_\_\_\_\_

CONTACT NAME AND PHONE NUMBER OF PROPERTY OWNER:  
\_\_\_\_\_

COMPLETE DESCRIPTION OF ALL GOODS AND/OR SERVICES: \_\_\_\_\_  
\_\_\_\_\_

I agree that any falsification, misstatements or omissions, including those related to location and goods to be sold shall result in immediate revocation of this license and forfeiture of the right to operate within the City limits of Sturgis. It is further understood that payment of applicable state and city sales tax is made a provision of this license. It is further understood that violation of state laws regarding the display or sale of pornographic materials will be grounds for immediate suspension of license and will be prosecuted to the full extent of the law.

AMOUNT RECEIVED \_\_\_\_\_ APPLICANT \_\_\_\_\_ DATE \_\_\_\_\_  
( ) Cashier's Check or Money Order ( ) Cash  
( ) Business Check – accepted for preregistration only until 7-9-10

**Cashier's Checks, Money Orders & Business Checks must be made payable to THE CITY OF STURGIS.**

**CREDIT CARDS WILL NO LONGER BE ACCEPTED!!**

**PERSONAL CHECKS WILL NOT BE ACCEPTED!! BUSINESS CHECKS NOT ACCEPTED AFTER 7-9-10!**

**\*PRE-REGISTRATION APPLICATIONS MUST BE RECEIVED BY JULY 9, 2010.  
THE CITY WILL NOT PROCESS OR BE HELD RESPONSIBLE FOR APPLICATIONS  
RECEIVED BY MAIL AFTER SAID DATE.**

**The Vendor's License can be obtained after July 9, 2010 at the  
City of Sturgis Finance Office in person only.**

**SOUTH DAKOTA  
DEPARTMENT OF  
REVENUE**

**4447 S. CANYON ROAD, SUITE 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](http://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 9:00 am and 3:00 pm.

**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: 7.5%, Food is 8.5%.

Rapid City: 7.5%, Food is 8.5%

Hot Springs: 7.5%, Food is 8.5%

Belle Fourche: 7.5%, Food is 8.5%

Newell: 7.5%, Food is 7.5%

If your business is located outside of city limits the rate is 5.5% 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.

## **12. I am not selling anything, but am giving away free samples. Is this subject to sales tax?**

Vendors should be aware of use tax that may be owed. A 6% use tax (4% outside of city limits) is applied to the purchase price of items such as catalogs, giveaways, and brochures that were purchased without sales tax. If sales tax has already been paid on these items, you will need to provide a copy of the invoice for documentation.

**13. I am selling tobacco products. Do I need a special license?**

If you plan on selling cigarettes or other tobacco products you should know that cigarettes must be purchased from a South Dakota distributor who must tax stamp each pack. It is illegal to sell cigarettes in SD that do not have the SD tax stamp. Sales tax is due on the selling price of cigarettes. Cigars and other tobacco products do not require the SD tax stamp, but if they are purchased from a non South Dakota distributor, you must pay the 35% tobacco products tax on the purchase price. Please contact the Department of Revenue Special Tax Division at 605-773-3311 for the proper form. Sales tax is due on the selling price of cigars and other tobacco products. If you will be giving away free tobacco products, you must pay the sales or use tax on the price of the product.

**14. I have hired a professional promoter to help promote my business at the rally. Do I need a sales tax license?**

Yes, all vendors need to display a temporary license card. In addition, the fee paid to the promoter for their service is subject to sales tax. If you are giving away promotional items, you will owe use tax on the purchase price of the promotional items. If sales tax has already been paid on these items, you will need to provide a copy of the invoice for documentation.

**Instructions** 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. Please mail this form to the address above. For further assistance, visit us on the web at [www.state.sd.us/drr](http://www.state.sd.us/drr) or call 605-394-2332.

**Business Information**

Owner Name

Mailing Address

City, State, Zip Code

SSN/EIN	Business Phone
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Home Phone	Cell Phone
------------	------------

Email Address	Web Address
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SD Sales Tax License Number (Write N/A if you do not have a permanent SD License)

**BUSINESS NAME**

Please print the address and city information for each business location: (You will need a license card for EACH location.)

Rally Location(s) of Business(es)	City

Date business will begin at the Rally:	Bond Amount*
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Will items be sold or displayed? (Circle one)

Type of items sold/displayed: (Please be specific)    Sold     Displayed

**Signature Information**

Owner/Officer Social Security Number:  
(Owner must complete a Power of Attorney form if a representative/agent will be filing the tax returns.)

<b>OWNER(S) SIGNATURE:</b>	<b>TITLE:</b>
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**\*BOND:** If you conducted business at last year's Sturgis Rally, filed and paid your taxes on time, you do NOT need to post a bond. First year vendors do not need to post a bond. The department reserves the right to require a bond from any vendor. The minimum bond amount is \$500.00.

*Advanced Registration Deadline: July 9, 2010*

If the temporary sales tax application is received after July 9, 2010, 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 4, 2010.

**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

\_\_\_\_\_ month/day/year

**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**

**My commission Expires:** \_\_\_\_\_

# 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 three (3) or more days. The manufacturer/ customizer must register with the Department of Revenue and Regulation purchase a permit at least five (5) days before the event.

The fee for a 10-day permit is \$250.00 if purchased prior to the event; however, if the permit is purchased at or after the event, the fee is \$500.00.

### MOTORCYCLE AND TRAILER DEALER (NEW) -- SELL

Allows any licensed dealer to sell trailers or motorcycles at an event, if the event lasts three (3) or more days. A dealer must register with the Department of Revenue and Regulation and purchase a permit.

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 is \$250.00 if purchased prior to the event; however, if the permit is purchased at or after the event, the fee is \$500.00.

### TRAILER DEALER (NEW) -- DISPLAY

Allows any trailer dealer to **display** trailers at an event that lasts three (3) or more days regardless of whether the trailer is franchised in this state. A dealer must register with the Department of Revenue and regulation and purchase a permit.

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 ten (10) days and costs \$250.00; if purchased prior to the event; however, if the permit is purchased at or after the event, the fee is \$500.

### **MOTORCYCLE AND TRAILER DEALER (USED) -- SELL**

Allows a dealer to sell used trailers or motorcycles at an event, if the event lasts three (3) or more days. The dealer must register with the Department of Revenue and Regulation and purchase a permit.

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 \$250.00 if purchased prior to the event; however, if the permit is purchased at or after the event, the fee is \$500.00.

### **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 two (2) or more days. A dealer must register with the Department of Revenue and Regulation and purchase a permit at least five (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 three (3) licensed boat dealers displaying boats. The fee for a boat and boat trailer permit is \$200.00 and is valid for ten (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>	10 DAYS	\$250 if purchased prior to event \$500 if purchased at or after event
<input type="checkbox"/> MOTOR VEHICLE CUSTOMIZER - <i>Display Only</i>	10 DAYS	\$250 if purchased prior to event \$500 if purchased at or after event
<input type="checkbox"/> TRAILER MANUFACTURER - <i>Display Only</i>	10 DAYS	\$250 if purchased prior to event \$500 if purchased at or after event
<input type="checkbox"/> MOTORCYCLE DEALER- <b>(NEW) - Sell</b>	10 DAYS	\$250 if purchased prior to event \$500 if purchased at or after 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 - SELLING <b>USED</b> MOTORCYCLES ONLY	10 DAYS	\$250 if purchased prior to the event \$500 if purchased at or after event
<input type="checkbox"/> BOAT AND BOAT TRAILER DEALER <b>(NEW OR USED) - Sell</b>	10 DAYS	\$200.00
<input type="checkbox"/> TRAILER DEALER <b>(NEW) - Sell</b>	10 DAYS	\$250 if purchased prior to event \$500 if purchased at or after event

MAKE OF TRAILER(S): \_\_\_\_\_  
*(Permit can only be sold if trailers being sold are not franchised in South Dakota)*

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

- |  |         |   |
|--|---------|---|
| <input type="checkbox"/> TRAILER DEALER<br><b>(NEW) -- <i>Display Only</i></b>       | 10 DAYS | \$250 if purchased prior to event<br>\$500 if purchased at or after event |
| <input type="checkbox"/> TRAILER DEALER SELLING<br><b>(USED)—<i>Selling Only</i></b> | 10 DAYS | \$250 if purchased prior to event<br>\$500 if purchased at or after event |

REQUESTED EFFECTIVE DATE: _____ FEE ENCLOSED: \$ _____
EVENT: _____
LOCATION: _____
APPLICANT'S NAME: _____ <span style="float: right;"><i>(Please Print)</i></span>
APPLICANT'S SIGNATURE: _____ <span style="float: right;"><i>(Please Sign)</i></span>

**OUT-OF-STATE DEALER**

For dealer permit, attach a copy of the out-of-state dealer license and an affidavit stating there are no outstanding dealer violations.

SUBMIT TO:  
Division of Motor Vehicles - Dealer Licensing  
445 East Capitol Avenue, Pierre SD 57501-3185  
(605) 773-4416

Note: In the event a dealer is found to be in violation of any of the permit provisions, said dealer will be denied any request for a temporary permit of one year from the date of the violation.

# **Division of Highway Patrol**

**Department of Commerce and Regulation**

## **SOUTH DAKOTA HIGHWAY PATROL**

**1301 E. CATRON BOULEVARD (& HIGHWAY 79)**

**RAPID CITY SD 57785**

**PHONE (605) 394-2286 • FAX (605) 394-5483**

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 Motorcycle 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: \_\_\_\_\_

# SOUTH DAKOTA STATE DEPARTMENT OF HEALTH TEMPORARY CAMPGROUND LICENSE APPLICATION

**FEE - \$75.00**  
**FOR 14 DAYS (OR LESS) OF OPERATION AT A FIXED LOCATION**

OCCASION OR EVENT \_\_\_\_\_ DATES \_\_\_\_\_  
LOCATION OF CAMPGROUND \_\_\_\_\_ CITY \_\_\_\_\_  
ESTABLISHMENT NAME \_\_\_\_\_ TELEPHONE # \_\_\_\_\_  
OWNER NAME \_\_\_\_\_ CELL PHONE # \_\_\_\_\_  
MAILING ADDRESS \_\_\_\_\_  
CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

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**WATER SUPPLY:** PUBLIC  PRIVATE       **SEWER:** PUBLIC  PRIVATE

LOCATION OF SOURCE \_\_\_\_\_

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I verify the information contained in this application is true and complete, and I consent to allow inspections of the campground by authorized department inspectors during business hours upon the presentation of identification.

Signed (owner) \_\_\_\_\_ Date \_\_\_\_\_

The department will issue or renew a license only after payment of the proper fee, ascertainment that the facts set forth in the application are true and complete, and satisfactory evidence of the applicant's ability to comply with the provisions of SDCL 34-18 and the rules promulgated thereunder.

**TOTAL AMOUNT REMITTED \$** \_\_\_\_\_

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COMPLETE THE APPLICATION AND SUBMIT IT WITH THE APPROPRIATE LICENSE FEE TO:

SOUTH DAKOTA DEPARTMENT OF HEALTH  
OFFICE OF HEALTH PROTECTION  
615 E 4<sup>TH</sup> ST  
PIERRE SD 57501  
TELE: 605-773-4945  
FAX: 605-773-6667

**SOUTH DAKOTA COSMETOLOGY COMMISSION**  
**500 E CAPITOL AVENUE**  
**PIERRE, SD 57501**

2010

To Outdoor Vendors:

South Dakota Cosmetology Law 36-15-2, requires any person who engages in services to hair, nails, make-up or skin-care to have a South Dakota license. A South Dakota cosmetologist license allows a person to perform services in hair, nails and skin only in a licensed beauty salon. A South Dakota nail manager license allows a person to perform services for nails only in either a licensed beauty salon or nail salon. Braiding, hair extensions, hair accessories and wigs are included under the cosmetology license.

All salons must be inspected/passed for safety and sanitation rules and regulations by the South Dakota Cosmetology Commission. Salons must only be located at one physical location – there are no licenses for mobile salons.

Demonstrations of any products used on or for hair, nails, make-up or skin-care in a vendor situation can be done without a license if the vendor does not use live models. Wigs or mannequins can be used for demonstrations.

For further information contact:

South Dakota Cosmetology Commission  
Attn: Susan K. Monge  
500 E. Capitol Avenue,  
Pierre, SD 57501  
Telephone: 605-773-6193  
Fax: 605-773-7175  
Email: [cosmetology@state.sd.us](mailto:cosmetology@state.sd.us)

**SOUTH DAKOTA BOARD OF MASSAGE THERAPY**  
**PO Box 1062**  
**Sioux Falls, SD 57101-1062**

2010

A SD Massage Therapy License is required by anyone attempting to practice massage therapy in this State. SD maintains a mandatory practice law. Any Rally Vendor wishing to provide massage services during the Sturgis Motorcycle Rally must qualify for a SD license first, even if they hold another State's License.

Massage Therapy in SD is defined as such:

36-35-1. Definitions. Terms in this chapter mean:

(2) "Massage," the systematic mobilization of the soft tissues of the body through the application of hands or devices for the purposes of therapy, relaxation, or education through means which include:

- (a) Pressure, friction, stroking, rocking, kneading, percussion, compression, or stretching;
- (b) External application of water, heat, cold, lubricants, or other topical agents; or
- (c) The use of devices that mimic or enhance actions done by hands;

Following are the laws should they be practicing or advertising without a SD license:

**36-35-10. Practice of massage or representation as in practice without license--Misdemeanor- -Civil penalty--Injunction.** Any person who engages in the practice of massage or holds himself or herself out to the public as engaged in the practice of massage without a license pursuant to this chapter is guilty of a Class 1 misdemeanor and upon conviction the court shall assess a civil penalty of one thousand dollars payable to the board. The state or the board may file a civil action to enjoin any person engaging in the practice of massage without a license.

**36-35-11. Advertisement of services to public without license--Misdemeanor--Civil penalty-- Injunction.** Any person who advertises services to the public as a massage therapist, bodywork therapist, masseur, masseuse, massagist, or any derivation or abbreviation of those terms or any other term commonly recognized to mean the practice of massage therapy while not licensed under this chapter is guilty of a Class 1 misdemeanor. Upon conviction the court shall assess a civil penalty of one thousand dollars payable to the board. The state or the board may file a civil action to enjoin any person from violating this section.

The SD Board of Massage Therapy licensing office can be reached at:

[www.massage.sd.gov](http://www.massage.sd.gov) or 605 / 271-7103

# DIRECTORY

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## City of Sturgis

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### **For overall Rally inquiries contact:**

City of Sturgis Rally Department  
Brenda Vasknetz  
1040 2<sup>nd</sup> St., Ste #201  
Sturgis, SD 57785  
Phone: 605.720.0800  
Fax: 605.720.0801  
Email: [info@sturgismotorcyclerrally.com](mailto:info@sturgismotorcyclerrally.com)

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### **For Vendor License Applications contact:**

City of Sturgis Finance Office  
Fay Bueno  
1040 Second Street, Suite #103  
Sturgis, SD 57785  
Phone: 605.347.4422  
Fax: 605.347.4861  
E-mail: [fayb@sturgisgov.com](mailto:fayb@sturgisgov.com)

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### **For Temporary Structures, City Ordinances and Inspections contact:**

City of Sturgis Inspection Department  
Rick Bush and Scott Rovere  
1040 Second Street, Suite #102  
Sturgis, SD 57785  
Phone: 605.347.4424  
Fax: 605.347.4861  
E-mail: [inspect@rushmore.com](mailto:inspect@rushmore.com)

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### **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: [pkinney@rushmore.com](mailto:pkinney@rushmore.com)

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**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](mailto:sfchief@rushmore.com)

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**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: [jimbush@sturgispolice.com](mailto:jimbush@sturgispolice.com)

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**State of South Dakota**

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**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](http://www.state.sd.us/revenue/sturgis)

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**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. 4<sup>th</sup> Street  
Pierre, SD 57501  
Phone: 605.773.3364

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**For South Dakota Temporary Food Regulations contact:**

**Clark Hepper  
600 E. Capitol  
Pierre, SD 57501  
Phone: 605.773.4945**

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**For South Dakota Commercial Motor Vehicle Regulations contact:**

**South Dakota Highway Patrol  
1301 E. Catron Boulevard (& Highway 79)  
Rapid City, SD 57785  
Phone: 605.394.2286  
or  
Tilford Port of Entry  
PO Box 905  
Sturgis, SD 57785  
Phone: 605.347.2671**

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**Meade County**

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**For Meade County Law Enforcement Regulations contact:**

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

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**For Meade County Vendor Licensing contact:**

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