

Automania

Specialty Food Vendor Application

Return application to: **Automania Brandon, SD**
PO Box 622
Brandon, SD 57005

Event Date: Saturday June 25th, 2016 1PM – 11PM Application Deadline: January 15, 2016

<i>Business Name:</i>				
<i>Mailing Address:</i>		<i>City:</i>	<i>State:</i>	<i>Zip Code:</i>
<i>Contact Name:</i>		<i>Email Address:</i>		
<i>Phone Number – Day:</i>	<i>Phone Number – Evening:</i>		<i>Phone Number – Cell:</i>	
<i>SD Sales Tax Number:</i>		<i>Will you need electricity during the event? For "Yes," add \$50</i> <input type="checkbox"/> YES (add \$50) <input type="checkbox"/> NO		
<i>Description of booth set up (wagon, concession stand, display tables, etc.) and space needed:</i>				
<i>List your top 3 menu choices and pricing:</i>				
	<u>Menu Item</u>		<u>Menu Price</u>	
1.				
2.				
3.				
<i>All items below MUST accompany application:</i>				
<input type="checkbox"/> Specialty Food Vendor Fee – \$500* per 10x10 space - Number of spaces needed: _____ <small>*Subject to availability. Call office for details 605-951-5045, 605-582-3774 or 605-351-8585.</small>				
<input type="checkbox"/> Copy of General Liability Insurance Policy certificate listing Automania Brandon, SD as additionally insured				
Make checks payable to: Automania Brandon, SD				
<p>The Automania Planning Committee will review all applications and reserves the right to reject any application. The organizers of these events make no guarantee regarding profit to be made by vendors. Vendors and exhibitors will receive and comply with the guidelines and rules as determined for AB sponsored events. Noncompliance will result in revocation of the privilege to vend or exhibit at this event. The undersigned certifies that he or she has read the Automania 2016 Vendor Guidelines provided with the application and agrees to abide by them. All vendors are responsible for complying with all City of Brandon and State of South Dakota rules and regulations pertaining to selling items and preparing and selling food or beverages.</p> <p>The undersigned also certifies that he or she agrees to indemnify and hold harmless the City of Brandon, Automania Brandon, Automania 2016 Planning Committee members, Automania 2016 sponsors, building owners and tenants from all damages, liabilities, costs and expenditures, including all legal fees, which may occur by reason of use of the designated site or participation in Automania 2016.</p>				

I have read and agree to abide by the above statements and the attached Automania 2016 Specialty Food Vendor Guidelines.

Signature: _____

Date: _____

Printed Name: _____

Automania

Specialty Food Vendor Guidelines

Event Date: Sat. June 25, 2016

SELECTION PROCESS

The Automania Committee will take an active role in the selection of food vendors. Once those are chosen, we will select outside vendors based on the types of foods offered, the quality of the presentation, the vendor's experience, and the date by which we receive their application. Our goal is to have a balance and variety of high quality foods offered to the public for the Automania event.

QUALITY OF PRESENTATION AND WHAT WE PROVIDE

We require all vendors to have a professional presentation, and each will be responsible for supplying tables, chairs, a canopy, equipment, garbage receptacle and other needs for the operation. Signage and banners need to be clean and professional looking. We encourage you to submit a picture of your booth, as the look and uniqueness of menu will be very important to the selection committee. Due to the nature of the event, no charcoal grills are allowed. If you are cooking with grease, you must provide your own tarpaulin which must cover the full footprint of your cooking area. A separate, fully refundable cleaning deposit check is required, and will only be cashed if additional labor or cleaning fees are needed to clean your area afterwards. Dumpster locations at the event will be provided for your use. Compostable products and recycling are strongly encouraged. A maximum of 20 amps will be made available if possible. Vendors must supply their own heavy-duty extension cords and provide for their safe use. The use of a generator may be appropriate depending on your needs, but they should be placed so as to not interfere with the flow of pedestrian traffic or the ambient noise of the event.

MENU CHOICES

Please fill out your top three menu choices with your application. We will do our best to give vendors their first and subsequent choices, but cannot guarantee they'll receive it. We do not want numerous vendors selling the same thing at any given event.

BEVERAGE POLICY

Food vendors wishing to sell a "homemade" or no-brand product such as lemonade, coffee, or smoothies, should indicate so on their application as part of the menu selection. Allowances for these types of beverages will be made on a case-by-case basis.

INSURANCE REQUIREMENTS

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

APPLICATION DEADLINE, ACCEPTANCE NOTIFICATION AND HOW TO APPLY

We will accept applications up until the deadline of January 15, 2016, or until all available spaces are full. **A late fee of \$150 will be imposed for applications submitted and accepted after February 15, 2016.** Placement priority is first based on the order of applications received. You must submit the completed application, along with **one check** for the vendor fee. Including a photograph of your booth and signage is strongly encouraged. You will be notified of acceptance no later than February 15, 2016. Once accepted, you will receive a participant packet with set-up information approximately 2 weeks prior to the event. There will be no refunds available once accepted to Automania, as all funds are fully committed to the production, promotion, and marketing of the event.

Automania

Sales Tax & Food License Information

Sales Tax Information

South Dakota Sales Tax License No charge
Contact Information Teresa Nygaard
South Dakota Department of Revenue
300 S Sycamore Ave, Ste 102
Sioux Falls, SD 57110
605.367.5800

- All vendors are required to pay taxes on sales of products sold. Applicable tax rates at this event include:
 - State Sales Tax = 4%
 - Brandon Municipal Sales Tax = 2%
 - Tourism Tax = 1.5%
 - Additional Tax on Sale of Food & Beverage = 1%

- The names of registered Automania 2016 vendors will be submitted to the South Dakota Department of Revenue. Each vendor will be responsible for submitting the appropriate tax, if any. An event return will be provided to all vendors to complete with SD sales tax license number if they have one, or to report the tax due from this event. Please contact the Dept of Revenue at the address above for more information.

Food License Information

South Dakota Food Service License Fee varies based on seating
City of Sioux Falls Operating Permit Fee varies based on square footage
Contact Information City of Sioux Falls Health Department
For both SD Food License 521 N Main Ave, Ste 101
And City Operating Permit Sioux Falls, SD 57104
605.367.8760

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

Temporary Food Service License \$60 fee (\$22 for non-profit)
Contact Information City of Sioux Falls Health Department
521 N Main Ave, Ste 101
Sioux Falls, SD 57104
605.367.8760

- If a vendor wants to sell hot foods, cold foods and/or beverages at only one event they can apply for a temporary license from the City Health Department and comply with the regulations of that permit. Contact them above for information.