

FOOD VENDOR RULES & REGULATIONS

GENERAL

- Booth fees are due during the application process. Any unpaid applications will be deemed incomplete and will not be considered.
- Early setup and teardown are not allowed.
- Booth sharing is prohibited.
- All products/services offered for sale must be the same products indicated in application.
- An email with an event map, set up time and load in/out logistics will be sent out via email on the ***Wednesday prior to the event.***
- Unruly behavior (including but not limited to intoxication, verbal abuse, or threatening behaviors) will not be tolerated and are cause for immediate removal from the grounds.
- Food vendors are responsible for removing all trash, displays, equipment, vehicles, and the like erected or placed on the premises at the end of an event. Anything left behind is subject to disposal.
- Smoking, vaping, or any illegal activities are strictly prohibited at Black Hills State University events or on the premises.

BOOTH SPECIFICATIONS

- No booth spaces will be reserved or held for any reason. BHSU will attempt to fulfill all vendor requests, however; final placement of vendor booths is at the discretion of BHSU.
- Food vendors may provide their own tents, tables, chairs, and other equipment.
- All tents **MUST** be weighted and all equipment in good working order. If an item could potentially cause a safety hazard, vendor may be asked to disassemble the item and remove it.
- If vendor requests power, they will be responsible for providing their own extension cord(s). We recommend bringing up to 100ft.
- Booth space includes display and storage, which cannot extend beyond the assigned space.
- Vendors are responsible for the cleanliness, safety, insurance, and security of their property.
- The Earth Day Festival is a zero-waste event. This means that all waste is either recyclable or compostable. Any single-use item distributed to guests (including cups, utensils, etc.) must be zero-waste compatible.

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- A person must be present in vending booth at all times.
- Loud, amplified music or other sounds, contraband, and dangerous objects are prohibited.
- The sale of counterfeit or bootlegged merchandise is prohibited and subject to confiscation. Vendor will be removed from Black Hills State University premises.
- Absolutely no alcoholic beverages are permitted for sale or consumption in your booth.
- Vehicles are not permitted on the turf or any public walkways. Authorized vendor loading zones will be clearly outlined in our load in email.

PERMITS, LICENSES + TAXES

- All food vendors must provide Black Hills State University with a copy of their:
- State of South Dakota Sales Tax license
- Certificate of Insurance with Commercial General Liability limits of no less than \$1,000,000 (1 million US dollars) with Main Street Square listed as Additional Insured
- SD Department of Health inspection and abide by all City, County, State, and event regulations and/or standards. For more information, contact the SD Department of Health at (605) 773-4945 or doh.sd.gov.
- All vendors must adhere to the State of South Dakota sales tax guidelines.
- Food vendors are responsible for obtaining all licenses and permits required for the sale of your product to the public.
- It is the responsibility of the vendor to know if they are required to collect and remit South Dakota Sales Tax.
- For more information on taxes, contact the SD Department of Revenue at (605) 773-3311 or visit their website at dor.sd.gov.

CANCELLATION + REFUND POLICY

- If a vendor needs to withdraw their appearance at an event, please note that booth fees are non-refundable.
- If Black Hills State University is forced to cancel an event due to inclement weather or for any other reason, Black Hills State University will refund vendor booth fees. Vendors also have the option to transfer their vendor booth payment towards a future event.



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