Downtown Strawberry Jam
Vendor Application

2019 SC Strawberry Festival – Downtown Strawberry Jam
Wednesday, May 1, 2019 – 6pm – 9pm

Welcome to the Inaugural Downtown Strawberry Jam!

The SC Strawberry Festival is the event of the year in beautiful historic Fort Mill! This year we are adding to the excitement with the addition of a downtown event featuring a band, beer, vendors and the fantastic talent in the downtown. This event is the give-back from the town merchants to the community! We hope that this will be a rewarding experience, both personally and financially. Thank you for including Fort Mill in your spring calendar.

Festival Location	Downtown Fort Mill	Main Street	
Contact Info	Arts and Crafts Vendor Coordinator		
	Caroline Hasty	vendors@scstrawberryfestival.com	
		SET UP TIME	**EVENT TIMES**
Dates & Times	Wednesday, May 1	4pm – 5pm	6pm - 9pm
FESTIVAL COSTS	**Arts /Crafts/Service/Non-Profit**		
	Arts/Crafts/Service	**$75.00**	**10X10 Space**
	Non-profit	**$25.00**	**10X10 Space**
		$25.00	**per generator**

Please note: *Returned checks are submitted to and processed for collection by the York County Solicitor's Office. Inquiries concerning returned checks should be directed to the York County Solicitor's Office, Worthless Check Unit at 803.909.7585. Vendors with returned checks will not be allowed to participate in the festival.*

VENDOR PLACEMENT: *All effort is made to place vendors in their requested space. Arts and Crafts usually are placed first, however, this is not guaranteed. Please do not send in the fee until you have been approved. Approval will be sent by e-mail only.*

Dates & Deadlines

1) Application deadline: ***Thursday, March 14, 2019*** or until spaces are filled. (DO NOT SEND MONEY)
   a. **MUST RETURN: 1. APPLICATION 2. *MENU*** *(with pricing)* ***3. PICTURE*** *of SET-UP/UNIT Information submitted is what is expected at the Festival. Vendors may be asked to leave if unit does not match submission. If changes are necessary, please contact Coordinator.*
2) APPROVAL…. Vendors will be contacted upon approval by e-mail by March 18th. Vendors will be placed on a wait list if payment is not received in Town Hall by March 22. Vendors selling Strawberry themed item will be considered first.
3) Wait-Listed vendors will receive notices as soon as spaces become available.

Vendor Guidelines

(a) Who are **Arts & Crafts** vendors? 90% of your product must be hand-made by YOU – the vendor. Items can not be imported by another group for you to sell as a Craft.
   (i) "Artists" and "Craftsmen" refers to skilled individuals who create and assemble products, which they sell at arts and crafts show or festivals.

(b) Who are **Non-Profits**? 100% of product must be donated to the non-profit. Tax Exemption number must be placed on application.

(c) Who are **Services** vendors? a service is an immaterial exchange of value. Service provision is often an economic activity where the buyer does not generally obtain exclusive ownership of the thing purchased. – Such as Face painting, henna painting, hair braiding etc.

(d) Vendors selling Strawberry themed items will be considered first. Only items listed on, or attached to, application will be allowed to be sold. The Festival Coordinators reserves the right to request removal of any items from the booth that are not listed on the application.

(e) **ANY** food item ***meant*** for immediate consumption is considered as a Food/Concessions Vendor (such as cupcakes and coffees). There are limited spaces for food vending. Festival Food and desserts are encouraged. Please inquire by email vendors@scstrawberryfestival.com

(f) Vendors are responsible for handling their own currency, as well as, collecting and reporting South Carolina sales tax.

(g) SC Dept. of Revenue: Because the festival is in SC, ALL vendors are responsible for registering with the South Carolina Department of Revenue. Retailers (anyone selling tangible goods) must register at: https://mydorway.dor.sc.gov/_/#1

(h) Town of Fort Mill Business License: The Vendor Application Fee covers the Town of Fort Mill Business License.

(i) Submission of application does not guarantee participation. Approved vendors will be contacted by e-mail. Once approved, Vendors will have until March 22 to send in their Application Fee. Vendors selling Strawberry themed items will be considered first.

(j) Payment must be received by March 22. If payment is not received by the posted deadline, your application is subject to be declined. Payment may be made by check and sent to the address on the application. Please note the following about check payment:
   - Checks must be written to TOWN OF FORT MILL
   - Counter checks will not be accepted.
   - Checks must include driver's license (or ID) number and state of issuance, date of birth and a valid telephone number. Checks written from a company need to include the tax ID number and a valid telephone number.

(k) No On-day vendor acceptance.

(l) Booth sharing is not allowed

(m) Business may only be conducted inside or directly in front of your space.

(n) Please take these precautions when operating your booth.
   (i) Be present always in the booth
   (ii) Bring enough cash to make change
   (iii) Never leave your register open or unattended.
   (iv) Upon request, the Fort Mill Police Department will be available to escort you to your vehicle.

(o) ARRIVAL:

1. ***Check In* between 4 pm – 5 pm** (receive packet which includes parking instructions and ID)
2. ***Off Load*: Drop your items off at your site. Do not set up.**
3. ***Park Car:*** Info in your packet ***Cars off site by 5:30pm No exceptions.***
4. ***Unpack:*** Come back to your site and set up.
5. ***Inspection:*** Please be prepared for inspection.

(p) SET UP:

1. Wednesday, May 1: 5 pm: **Inspections Begin**: (Please refer to Strawberry Festival Fire Safety Regulations for additional fire safety guidelines.) Tents, generators, general set up will be inspected. Vendor will not be allowed to set up, and participate, if inspection is not passed.
   Vendors will be excused from the event at any time for safety violations.

   a. **TENTS:** A solid color TRUE 10 ft. X 10ft. tent is required. Tent legs must be straight not slanted. White or Red is preferred. TENTS are required to be tied down.
      i. Tents will be located in the grass, tents must be secured to the ground.

   b. **TABLES/CHAIRS:** Please provide your own tables, chairs and any other item necessary to make your area comfortable. All items must fit inside your tent.

   c. **POWER:** The festival does not provide power.

   d. Battery powered lighting is preferred.

   e. **GENERATORS:** Vendors using generators MUST provide a ***quiet generator*** (30' parameter <80dB) capable of running up to 10 hours without refueling. Refueling will not be allowed during festival hours. Battery powered is preferred.

      i. **Loud generators are NOT** allowed and will be turned off by the Inside Logistics team.
      (If using a generator, please refer to Strawberry Festival Fire Safety Regulations for additional fire safety guidelines.)

(q) DEPARTURE:

1. ***Pack:*** Pack your site in boxes and containers. Clean your area.
2. ***Bring Car*:** Once the police have deemed the area safe for pedestrians, site opens for vehicles.
3. ***Load*:** Load to your vehicle. Please do not pack while loading.
4. ***Depart:*** Place trash bag, given by the festival, in the middle of your site for pick up. Items NOT fitting in the given trash bag must be taken with vendor. Do not leave un-bagged boxes, trash.

PARKING ONE parking pass will be issued for each vendor space at check-in. Maps will be provided via email before the festival. (number of parking passes are subject to change)

- ALL VENDORS MUST CHECK-IN between 4pm and 5pm

VENDOR CONDUCT All vendors are expected to conduct themselves in a professional and courteous manner when interacting with festival goers, fellow vendors and festival organizers. Aggressive and inappropriate conduct and/or contact with festival goers will result in immediate removal from the festival.

PRIDE IN SITE Fort Mill prides itself on clean streets and beautiful parks.

a. Trash: Vendors will receive a trash bag to use during their time with us. Please take any items with you that do not fit in the bag. Vendors will leave this bag in the center of their space when they leave. Public Works will come by at the end of the festival to pick up. Please do not use the trash containers on the street or on the sidewalks. Food vendors must take their trash with them at the end of each night.
b. Appearance: Please take a moment before the festival begins and survey your servers and set up.

Returning Vendors Every effort is made to give return vendors the same space they held previously. However, this statement does not mean vendors are guaranteed the same space from year to year. Please remember, various reasons could keep a vendor from returning such as conduct, cleanliness, leaving early and set up.

MOST IMPORTANT……

Have fun! It is vital that you enjoy yourself while working hard! Together this festival will continue to grow in numbers and pride. With your help, we can accomplish that this year. If you need anything, please do not hesitate to contact us immediately.

Contact Information:

Vendor Coordinators:

Caroline Hasty cell: 803-487-5413 e-mail info@scstrawberryfestival.com

Town of Fort Mill

Downtown Strawberry Jam as Part of the SCSF - May 1, 2019

Arts, Crafts, Service, Non-Profit Vendor Application

Application Deadline: March 14.

Arts
Crafts
Service
Non-Profit

Applicant Information

Booth Name:					
Contact Name:					
Street Address:					
City:		**State:**		**Zip:**	
Phone:	( ) -	**Email:**			
Tax Exemption ID # (Non-Profits):					
SC Retail License # (For Profits):					
Website (If Applicable)					
Are you a returning vendor?		What Year 20__			

Space Rental Information

Vendor Type	Fee Includes	Fee/ Space	# Spaces	Total
Arts/Crafts/Service	10X 10'Fort Mill Temp. Business License	$75		
Non-Profit	10' x 10' Fort Mill Temp Business License	$25		
With Generator	Inspections	$25		

Product List

Please provide a list of the products or merchandise that will be sold and/or given away from your booth.

Items to be sold:

Strawberry themed items are required. **Please enclose three (3) photos of your product with your application. Vendors may only sell items created/modified by the artist or craftsman. Imported, mass-produced & mass-marketed items will not be allowed.**

Vendor Requirements

Vendors must read, understand and adhere to guidelines listed on separate pages accompanying this application. Submission of application does not guarantee participation. Applicants that have been accepted to participate will receive confirmation from the Arts & Crafts coordinator.

Acknowledgement

I understand the Town of Fort Mill and the SC Strawberry Festival Committee (hereafter "festival organizers") reserve the right to reject any application. I also understand that I am responsible for reading and adhering to the vendor rules and regulations as established by the festival organizers, as well as any applicable local, state, and federal laws and regulations. I hereby release all sponsors, promoters, and festival organizers from any and all claims of injury or damages resulting from my participation in this event. I further understand that there will be no refunds in the event of rain. By signing below, I agree to consider this application a commitment to abide by the rules and regulations set forth by the festival organizers. I understand that only items included in this application and approved by the festival organizers may be sold and/or given away during the SC Strawberry Festival. I also consent to the Town of Fort Mill utilizing my photograph, image, and/or sound in promotional materials, including print, broadcast, and online media.

Please initial beside each of the following statements:

I have read and will adhere to the SC Strawberry Festival Vendor Registration Guidelines. _____

Signature:		**Date:**	

For Vendor Questions & Comments
Dana Nicholson
vendors@scstrawberryfestival.com

Send Application to: Town of Fort Mill,
Attn: Strawberry Festival Arts & Crafts
P.O. Box 159, Fort Mill, SC 29716
Make checks payable to Town of Fort Mill

FESTIVAL FIRE SAFETY REQUIREMENTS

Below are the approved safety requirements for the operation as a vendor within the Town of Fort Mill. If you have any questions, comments, or issues with the below safety requirements, contact the Fire Marshal's Office at (803) 547-5511.

PRIOR TO OPERATING:
Fire Inspectors from the Fort Mill Fire Department Fire Marshal's Office will be performing a Fire Inspection prior to opening of any vendor operation. Failure to pass the inspection can disqualify your participation in the festival. This guide is a general list and does not anticipate every possible situation or requirement.

TENTS, COOKING AND NON-COOKING:

- All tents shall be inspected and **tagged** by the Fort Mill Fire Marshal's Office before occupancy is permitted.
- All tents shall be adequately roped, braced and anchored to withstand the elements of weather and prevent against collapsing.
- **Open flame or other devices emitting flame, fire or heat or any flammable or combustible liquids, gas, charcoal or other cooking device or any other unapproved devices shall not be permitted inside of a tent or membrane structures while open to the public unless approved by the fire code official.**
- Cooking tents shall be flame resistant, with the attached certificate of acceptance label.
- A separation distance of five (5) feet is required between cooking tents.
    - Outdoor cooking that produces sparks or grease-laden vapors shall not be performed under a tent or membrane structure.
    - Portable Liquid Petroleum (LP) gas containers with a capacity of 500 gallons or less shall have a minimum separation between the container and structure not less than **five (5) feet**.
    - Portable Liquid Petroleum (LP) gas containers, piping, valves and fittings that are located outside and are being used to fuel equipment inside a tent or membrane structure shall be adequately protected to prevent tampering, damage by vehicles, or other hazards and shall be located in an approved location.
    - **Portable Liquid Petroleum (LP) containers shall be securely fastened in place to prevent unauthorized movement.**
- No flammable or combustible liquid storage is permitted in a tent or membrane structure.
    - Refueling shall be performed in an approved location not less than **ten (10) feet** from tents or membrane structures.
    - Refueling shall be performed with approval of the Fire Marshal, or their designee, and all refueling operations shall be witnessed by the Fire Marshal, or their designee.
    - **Any fuel spills shall be reported immediately to the Fire Marshal, or their designee, and cleanup of the fuel spill shall be the responsibility of the fueling vendor.**
- Smoking shall not be permitted in any tents or membrane structures, trailers or booths.

GENERATOR REQUIREMENTS:

- Generators and other internal combustion power sources shall be separated from tents or membrane structures by not less than ten (10) feet and shall be isolated from contact with the public by fencing enclosures or other approved means.
    - Refueling shall be performed in an approved location not less than ten (10) feet from tents or membrane structures.
    - Refueling shall be performed with approval of the Fire Marshal, or their designee, and all refueling operations shall be witnessed by the Fire Marshal, or their designee.
    - Any fuel spills shall be reported to the Fire Marshal, or their designee, and cleanup of the fuel spill shall be the responsibility of the fueling vendor.

ELECTRICAL POWER:

- Electrical cords shall be compatible with the anticipated load (minimum 12awg is required), and be UL rated for outdoor and wet location, they shall be in good condition, be secured and protected to prevent any trip hazards, and not be placed in the public's traffic paths, and shall be provided by the vendors.
    - Any electrical cords placed in a walking area or path shall be provided with a cord cover protector that covers the electrical cord the entire width of the walking area or path.
- No multi-plug outlets will be allowed. Power strips shall be surge protected with a breaker reset and have a UL rating.
- LED lighting with a battery is **preferred**.

DEEP FAT FRYING AND OPEN FLAME COOKING:

- Deep fat frying or open flame cooking operations shall not be permitted inside a tent or structure while open to the public and an area not subject to overhead contamination, such as trees, leaves, etc.
- The deep fry and open flame cooking shall be isolated from contact with the public by approved means.
- There shall be at least three (3) feet clearance between deep fat frying and charcoal cooking.
- Vendors shall be responsible for the proper and legal disposal of grease used for cooking operations.

CHARCOAL COOKING:

- Charcoal cooking operations shall not be permitted inside a tent or structure while open to the public and an area not subject to overhead contamination, such as trees, leaves, etc.
- Fuel and lighter fluid storage is prohibited inside any tent or booth.
- Cooking units shall be secured from falling and isolated from contact with the public by approved means.
- Cooking coals being removed shall be done so in an approved metal container and emptied nightly.

FIRE EXTINGUISHERS:

- All cooking vendors and any vendor using a generator shall be equipped with a fire extinguisher with a minimum rating of 2A:20 ABC or two (2) 2A:10 ABC and they shall be accessible at all times.
- All cooking tents and booths with deep fat frying operations shall be equipped with an extinguisher rated for Class "K" fires and accessible at all times.
- Each generator shall be equipped with a fire extinguisher with a minimum rating of 2A:20 ABC and shall be located near the generator and accessible at all times.
- All required fire extinguishers shall be properly serviced and tagged by a qualified service company within the past year.
- **All fire extinguishers will be inspected and tagged by the Fire Marshal's Office before Festival starting. If no fire extinguisher is produced by vendor they shall be required to secure one from vendor on-site and be ready for re-inspection. If no extinguisher is provided by the vendor then they shall be prohibited from operating until the next morning inspection before Festival starting.**

  NOTE: If you do not bring a serviced Fire Extinguisher to the event you MUST purchase a serviced extinguisher from the vendor provided.