



SOUTH CAROLINA PECAN FESTIVAL
NOVEMBER 3, 2018
FOOD VENDOR APPLICATION



Applications are due by August 31, 2018. A \$50.00 late fee applies to all applications postmarked after this date. Applications received after August 31 will be considered only if there is still space available and the late fee is included. Submission of application does not guarantee acceptance into the SC Pecan Festival. Failure to provide the SC Pecan Festival with accurate information requested within this application could result in the loss of space and/or forfeiture of all rental fees. Vendors must initial and/or sign each page of this application. Incomplete applications will not be processed.

PLEASE PRINT:

BUSINESS OR ORGANIZATION NAME: \_\_\_\_\_

CONTACT NAME: \_\_\_\_\_

MAILING ADDRESS FOR VENDOR PACKET: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

PHONE: (DAY) \_\_\_\_\_ (EVENING) \_\_\_\_\_ (CELL) \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

Most communication from the SC Pecan Festival will come via email.

PAST EXHIBITOR? \_\_\_ YES \_\_\_ NO VENDOR CHECK-IN ON FRIDAY NIGHT? \_\_\_ YES \_\_\_ NO

APPLICANT CHECKLIST:

PHOTOS & MENU ENCLOSED: \_\_\_\_\_ INITIAL
APPLICATION COMPLETED: \_\_\_\_\_ INITIAL
ELECTRICAL/SET-UP SHEET COMPLETED:
\_\_\_\_\_ INITIAL

PAYMENT ENCLOSED: \_\_\_\_\_ INITIAL
-OR-
ONLINE PAYMENT: \_\_\_\_\_ INITIAL

PLEASE VERIFY THE FOLLOWING:

APPLICANT AGREES TO BRING AT LEAST ONE MENU ITEM CONTAINING PECANS.

\_\_\_\_\_ INITIAL ITEM: \_\_\_\_\_

APPLICANT HAS READ AND WILL ADHERE TO THE SC DHEC FOOD SAFETY REGULATIONS.

\_\_\_\_\_ INITIAL

APPLICANT HAS READ AND WILL ADHERE TO THE CITY OF FLORENCE FIRE SAFETY REGULATIONS.

\_\_\_\_\_ INITIAL

APPLICANT HAS READ AND WILL ADHERE TO THE CITY OF FLORENCE SPEICAL EVENTS FATS, OILS, AND GREASE (FOG) MANAGEMENT REGULATIONS.

\_\_\_\_\_ INITIAL

APPLICANT ACKNOWLEDGEMENT:

Applicant understands the SC Pecan Festival Committee (hereafter "Festival Organizers") reserves the right to reject any and all applications. Applicant understands that he/she is responsible for reading and adhering to any and all vendor rules and regulations as may be established by the Festival Organizers, as well as any and all applicable local, state, and federal laws and regulations. Applicant hereby agrees to indemnify, hold harmless, and release the City of Florence, Florence Downtown Development Corp., and the Festival Organizers and any all sponsors or agents from any loss, liability, damage, or costs (including attorney fees and court costs) and any and all claims of injury or damages resulting from and/or arising out of his/her participation in the SC Pecan Festival, whether caused by negligence or willful act of the Applicant or any other person. Applicant further understands that there will be no refunds in the event of rain. By his/her signature below, Applicant agrees to consider this application a commitment to abide by any and all rules and regulations that may be set forth by the Festival organizers and that it is solely responsible for obtaining any and all liability insurance coverage for his/her business/organization. Applicant understands that only items and information including in this application and approved by Festival Organizers may be sold and/or given away during the SC Pecan Festival. Applicant also consents to the SC Pecan Festival utilizing its photograph, image, and/or sound in promotional materials, including print, broadcast, and online internet media.

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

APPLICANT HAS READ AND WILL AHERE TO THE 2018 SC PECAN FESTIVAL FOOD VENDOR POLICIES (PAGE 4).

\_\_\_\_\_ INITIAL

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**2018 FOOD VENDOR BOOTH REQUEST**

**PLEASE NOTE:** Vendors may **not** rent more than one space. **Vendor signage may not exceed more than 4 ft. from the lowest point of your tent canopy.** Total of vendor tent and signage may not exceed more than 12 ft. from the ground. Set-up must not extend beyond 12 ft. from the curb. If your set-up extends beyond 12 feet from the curb, you will be asked to adjust it. While the SC Pecan Festival makes every effort to accommodate your space request, we cannot guarantee that you will receive any of the spaces requested. If you need electric access, fill out page 3.

**VENDOR INITIAL** \_\_\_\_\_

<b>TOTAL AMOUNT ENCLOSED \$</b> _____	<b>MENU ATTACHED?</b> _____	<b>INITIAL</b> _____
Electricity Requested? ____Yes ____No <small>(FILL OUT PAGE 3)</small>	Website Listing Requested? ____Yes ____No <small>(SUBMIT LISTING STATEMENT WITH APPLICATION)</small>	
If your payment is postmarked after August 31, 2018 and the late fee is not enclosed, your application will not be considered. Please indicate your space preference below:		
1 <sup>st</sup> Choice # _____ 2 <sup>nd</sup> Choice # _____ 3 <sup>rd</sup> Choice # _____ 4 <sup>th</sup> Choice # _____ 5 <sup>th</sup> Choice # _____		

<b>LEVEL DESCRIPTIONS</b>	<b>BASE PRICE</b>	<b>ADDITIONAL FEES</b>	<b>FEE</b>
Platinum   50 ft. X 12 ft.	\$1,000.00	Electrical Access	\$50.00
Silver   25 ft. X 12 ft.	\$450.00	Late Fee (Required after 8/31/18)	\$50.00
Bronze   25 ft. X 12 ft.	\$300.00	Website Listing	\$25.00

PLATINUM	SILVER	SILVER	BRONZE	BRONZE
200 + 202 P220	100 P220	309 P	313 P220	317 P220
204 + 206 P220	102 P220	311 P	315 P220	319 P220
234 + 236 P220	104 P220	639 P		633 NP
238 + 240 P220	106 P220	708 P		635 NP
242 + 244 P220	108 P220	709 P		637 P
246 + 248 P220	219 NP	710 P		741 NP
300 + 302 P220	221 NP	711 P		743 NP
301 + 303 P220	223 P220	712 P		800 P220
305 + 307 P220	225 P220	713 P		801 NP
632 + 634 P220	227 P220	714 NP		802 P220
641 + 643 P	229 P220	715 P		803 NP
700 + 702 P220	230 P220	716 NP		900 P220
701 + 703 P	231 P220	751 P220		902 P220
704 + 706 P220	232 P220	753 P220		904 P220
705 + 707 P220	233 P220			931 NP
	304 P			933 NP
				935 NP

<b>SET-UP INFORMATION</b>
All vendors must have a tent or trailer. Vendor set-up must cover at least 1/2 of the vendor space. Please select one:  ____Tent -OR- ____Trailer
If selling from a self-contained or enclosed system, include dimensions (width and length <b>including</b> tongue) and indicate which side is open to the public. Include a photo of your setup.  Width _____ Length _____ Side open to public: ____L ____R  <b>NP=No Power      P=Power</b> <b>P220=220 Power Available</b>

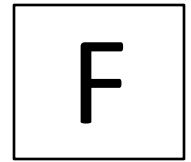
**LOCATE YOUR SPACE ON OUR FESTIVAL MAP AT [WWW.SCPECANFESTIVAL.COM](http://WWW.SCPECANFESTIVAL.COM)**

Remit to: South Carolina Pecan Festival, 324 W. Evans Street, Florence, SC 29501
Via email: <a href="mailto:pecanfestival@florencedowntown.com">pecanfestival@florencedowntown.com</a> Via fax: 843-292-4911
Electronically submitted applications must include card payment verification code.

Page 2 of 5 **INITIAL:** \_\_\_\_\_



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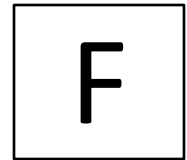


**FOOD VENDOR POLICIES**

PLEASE READ THE SC PECAN FESTIVAL FOOD VENDOR POLICIES CAREFULLY. BY SUBMITTED YOUR COMPLETED APPLICATION, YOU AGREE TO ABIDE BY ANY AND ALL POLICIES THAT MAY BE ESTABLISHED BY THE SC PECAN FESTIVAL COMMITTEE.

- The SC Pecan Festival Committee reserves the sole right to select any and all participants.
- Applications will be processed in the order of date received and must include all fees, requested photos, and other information that may be required in order for the application to be considered. An incomplete application will be removed from consideration.
- **ALL FOOD VENDORS MUST SUBMIT A MENU LISTING ITEMS AVAILABLE FOR SALE.** Menu prices must be submitted with the application and must be listed prominently at your booth at all times during the festival. Additionally, 2018 food vendors *must* include at least one menu item containing pecans for the 2018 SC Pecan Festival. Be creative!
- It is the sole responsibility of each and every food vendor to meet all SC Department of Revenue (SC DOR), SC Department of Health (SC DHEC), and the City of Florence Fire Department regulations.
- Vendor set-up begins at 6:00 a.m. on Festival Day. Friday night early check-in is available from 6:30 p.m. to 8:00 p.m. only if pre-arranged and your unit can be secured overnight. No additional security will be provided for vendors who choose to check in on Friday night.
- All vendor vehicles must be moved off of the street no later than 9:00 a.m. on festival day and food vendors must be ready to sell by 9:45 a.m.
- **Vendors must remain open and sales-ready until 7:00 p.m. Vendors are not allowed vehicular access into the festival grounds until 8:00 p.m. Vendors are advised to bring dollies should they need to leave between 7:00 p.m. and 8:00 p.m. to transport goods to their vehicles.**
- Vendors are responsible for their initial water supply. Water to refill hand-washing tanks will be available on-site. Ice will be available for purchase at \$3.50 per 20 lb. bag.
- All food vendors must serve from a self-contained unit or from under a tent. Tents, tables, and chairs must be provided by the vendor.
- Sales are limited to assigned spaces. Vendors may NOT extend sales outside of their designated space. Doing so will result in loss of space and forfeiture of rental fees.
- No refunds will be issued due to any disruption or interruption of the festival as a result of weather or any cause beyond the control of the Pecan Festival Committee. No refunds will be available due to your inability to attend the festival.
- A vendor packet containing your space assignment, entry pass, festival map, and any special instructions for entry and exit will be mailed to you at the mailing address provided in this application within two weeks of the festival. Copies of entry documents can also be emailed to you, but will not include the entry pass.
- **All soft drinks/sodas/bottled water for resale must be purchased through the SC Pecan Festival.** Specialty drinks such as tea, lemonade, and fruit juice are excluded from this requirement. Vendors who wish to sell soft drinks should fill out the Pepsi Order Form on page 5.
- Vendors must initial and sign each space required in this application for submission to be considered complete. Incomplete applications will not be processed.
- Payments returned by the bank for any reason will incur a \$30.00 fee and the application will be voided until suitable payment is received.
- Vendor fees include a 1-day City of Florence festival business license. Vendors are also required to have and responsible for a SC Dept. of Revenue business license. For more information visit [www.sctax.org](http://www.sctax.org).
- Limited electrical access is available for an additional fee of \$50.00. Electric service must be requested and purchased at the time of application.

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**PEPSI ORDER FORM**

**ALL VENDORS SELLING SOFT DRINKS MUST PURCHASE THEIR PRODUCTS THROUGH THE SC PECAN FESTIVAL INCLUDING BOTTLED WATER.** Handmade specialty drinks such as iced tea, lemonade, and fruit juices are allowed. The cost for Pepsi products purchased through the festival is \$8.50 per 24-can case.

The SC Pecan Festival also has 20-lb. bags of ice available for purchase at \$3.50 per bag. Vendors are responsible for their initial water supply for hand-washing stations; however, a refill station will be made available as indicated on the vendor map.

Please indicate the Pepsi products and quantities below that you need.

<b>Product</b>	<b>Quantity (24 12-oz cans per case)</b>	<b>Subtotal (\$8.50 per case)</b>
Pepsi		
Diet Pepsi		
Mountain Dew		
Diet Mountain Dew		
Sierra Mist/Mist Twist		
Sunkist		
Aquafina Bottled Water		
<b>TOTAL CASES</b>		<b>TOTAL DUE AT DELIVERY</b>

**ICE ORDER FORM**

<b>Product</b>	<b>Quantity (20-lb. bags)</b>	<b>Subtotal (\$3.50 per bag)</b>
Ice		
<b>TOTAL BAGS</b>		<b>TOTAL DUE AT DELIVERY</b>

**DO NOT SEND PAYMENT WITH YOUR PECAN FESTIVAL APPLICATION.**

**PAYMENT IS DUE AT PICK-UP. CASH AND DEBIT/CREDIT ONLY. NO CHECKS.**

Pepsi products will be available for PICK-UP on the morning of the festival between 7:30 a.m. and 6:00 p.m. The Pepsi product pick-up location will be indicated on the festival map and will be included with your vendor packet. The SC Pecan Festival recommends that vendors bring dollies to transport product to vendor booths. Vehicles will not be allowed in the festival grounds after 9:00 a.m.

Vendors may purchase additional products during the festival at the Pepsi truck as indicated on your festival map. Prices on festival day will be the same as pre-order. Bags of ice will also be available for payment and pick-up on festival day and will be located in the same area as the Pepsi pick-up.