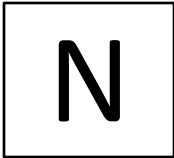




SOUTH CAROLINA PECAN FESTIVAL
NOVEMBER 2, 2019
NON-PROFIT BOOTH APPLICATION



Non-profit space is extremely limited and applications will be considered by the deadline of August 31, 2019. Submission of application does not guarantee acceptance into the SC Pecan Festival. Non-profit spaces will be notified during the week of September 1 of their acceptance into the festival and will be placed in the designated non-profit booth area (see map). For a regular vendor street space, please fill out and submit a retail or food application. Failure to provide the SC Pecan Festival with accurate information requested within this application could result in the loss of space. Vendors must initial and/or sign each page of this application. Incomplete applications will not be processed.

PLEASE PRINT:

NON-PROFIT OR ORGANIZATION NAME: \_\_\_\_\_

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

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

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

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

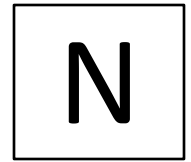
EMAIL ADDRESS: \_\_\_\_\_

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

PAST EXHIBITOR? YES NO WEBSITE: \_\_\_\_\_ (If applicable)

APPLICANT CHECKLIST:
501c3 DETERMINATION LETTER ATTACHED: INITIAL
PROOF OF REGISTRATION WITH THE SC SECRETARY OF STATE ATTACHED: INITIAL
APPLICATION COMPLETED: INITIAL
PLEASE VERIFY THE FOLLOWING:
APPLICANT IS PLANNING A DRAWING/GIVEAWAY. YES NO
PLEASE PROVIDE DETAILS OF THE PROPOSED DRAWING OR GIVEAWAY:
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 ADHERE TO THE 2019 SC PECAN FESTIVAL NON-PROFIT VENDOR POLICIES (PAGE 3). Violation of any vendor policies may disqualify you from participating in future events.
INITIAL

**SOUTH CAROLINA PECAN FESTIVAL  
NOVEMBER 2, 2019  
NON-PROFIT BOOTH APPLICATION**



**2019 NON-PROFIT BOOTH REQUEST**

**PLEASE NOTE:** Non-profit signage may not exceed more than 4 ft. from the lowest point of your tent canopy. Total of non-profit tent and signage may not exceed more than 12 ft. from the ground. Non-profit spaces will be assigned based on availability and suitability within the festival. 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. Non-profits are not allowed to distribute information/flyers/brochures/etc. outside of their 12' X 12' booth space. Fundraising activities will not be allowed at non-profit spaces. In order to fundraise at your booth, a retail, food, or arts + crafts space will need to be purchased. Non-profit spaces WILL NOT be given access to electricity.

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

Once your space has been assigned, you will receive and email confirmation with your space number. There are no fees associated with a non-profit space. Non-profit spaces are not eligible for access to electricity.

NON-PROFIT VENDOR SPACES WILL BE ASSIGNED AFTER SEPTEMBER 1, 2019, AND WILL BE LOCATED IN A DESIGNATED NON-PROFIT BOOTH VENDOR AREA.

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

**DESCRIPTION OF PROPOSED NON-PROFIT ACTIVITIES**

Please describe the activities your organization is planning for the SC Pecan Festival

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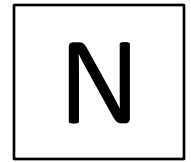
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**REMINDER: FUNDRAISING ACTIVITIES WILL NOT BE ALLOWED IN NON-PROFIT SPACES. IF FUNDRAISING ACTIVITIES ARE TO BE CONDUCTED, AN ARTS + CRAFTS, FOOD, OR RETAIL SPACE WILL NEED TO BE PURCHASED.** ADDITIONALLY, ALL GIVEAWAYS OR RAFFLES MUST BE APPROVED BY THE SC PECAN FESTIVAL COMMITTEE IN ADVANCE. RAFFLES OR GIVEAWAYS WILL NOT BE APPROVED ON FESTIVAL DAY. IF YOU INTEND TO CONDUCT A RAFFLE OR GIVEAWAY, FILL OUT THE FORM ON PAGE ONE (1).

**Remit to:** South Carolina Pecan Festival, 324 W. Evans Street, Florence, SC 29501  
**Via email:** [pecanfestival@florencedowntown.com](mailto:pecanfestival@florencedowntown.com) **Via fax:** 843-292-4911  
**Applications should be submitted no later than August 31, 2019.**

**SOUTH CAROLINA PECAN FESTIVAL  
NOVEMBER 2, 2019  
NON-PROFIT BOOTH APPLICATION**



**NON-PROFIT VENDOR POLICIES**

PLEASE READ THE SC PECAN FESTIVAL NON-PROFIT 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. **VIOLATION OF ANY POLICIES BELOW MAY DISQUALIFY YOU FROM PARTICIPATING AT FUTURE EVENTS.**

\_\_\_\_\_ Initials

- The SC Pecan Festival Committee reserves the sole right to select any and all participants. In addition to the criteria listed below, applicants will be approved based on prior participation, product duplication, utility requirements, spirit of cooperation, and overall fit with the festival.
- Submission of an application and payment does not guarantee acceptance into the SC Pecan Festival. Applications received after the August 31, 2019 deadline will only be considered if space is available.
- Applications will be processed in the order of date received and must include all attachments and other information that may be required in order for the application to be considered. An incomplete application will be removed from consideration.
- **ALL NON-PROFIT VENDORS MUST SUBMIT A COPY OF THEIR IRS DETERMINATION LETTER AND PROOF OF REGISTRATION WITH THE SC SECRETARY OF STATE.** The SC Pecan Festival offers a limited number of non-profit vendor spaces, free of charge, to qualified organizations.
- Vendor set-up begins at 7:30 a.m. on Festival Day for all non-profit vendors. Vendors must keep their vehicles pulled close to their spaces for load-in and load-out. Do NOT leave your vehicle in the middle of the street during this time.
- All vendor vehicles must be moved off of the street no later than 9:00 a.m. on festival day and vendors must be ready to their spaces by 9:45 a.m.
- Vendors must remain open and visitor-ready until 7:00 p.m. **Vendors are not allowed vehicular access onto 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. This also applies to vendors parked within festival ground lots.**
- **NON-PROFITS ARE LIMITED TO SOLICITATION ONLY WITHIN THEIR ASSIGNED VENDOR SPACES.** Vendors may NOT extend solicitation (pass out flyers, information, books, etc.) outside of their designated space. Doing so will result in loss of space and vendors will not be invited to participate in future festivals.
- Non-profit vendors are not eligible for access to power.
- Non-profit spaces are 12 ft. X 12 ft. Tents, tables, and chairs are not provided by the SC Pecan Festival. An approved non-profit vendor must provide tents, tables, and chairs for their space.
- Fundraising will not be allowed in the free non-profit occupied spaces. If fundraising activities are to be conducted, an arts + crafts or retail space will need to be purchased at full price.
- All giveaways or raffles must be approved in advance by the SC Pecan Festival Committee.
- The SC Pecan Festival is not responsible for festival interruption due to weather or any cause beyond the control of the SC Pecan Festival committee.
- 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.
- Vendors must initial and sign each space required in this application for submission to be considered complete. Incomplete applications will not be processed.

**If you have any questions or concerns, please call the SC Pecan Festival at 843-773-0011 or email [pecanfestival@florencedowntown.com](mailto:pecanfestival@florencedowntown.com).**