

**GENERAL VENDOR APPLICATION**

AUGUST 26, 2017

Application Deadline ~ July 26, 2017

**\*Festival hours have changed.**

**\*11am – 10pm**



For Office Use Only

Received Date: \_\_\_\_\_

Check Number: \_\_\_\_\_

Check Amount: \_\_\_\_\_

Qty. Space(s): 1 2 3 4

Space(s) # Assigned: \_\_\_\_\_

Accepted / Declined Initial \_\_\_\_\_

BUSINESS/ORGANIZATION: \_\_\_\_\_ CONTACT: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

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

PHONE: \_\_\_\_\_ E-MAIL: \_\_\_\_\_

SC Retail License No (SCTC-111) or SC Permanent Exemption No. (ST-386) \_\_\_\_\_

**\*\*\*\*SC License Number *MUST* be registered on this application or it will be considered incomplete and returned to vendor\*\*\*\***  
*Reference "Important Vendor Information" pamphlet*

**Please check one of the following for one 10' x 10' space. Spaces are not transferable.**

- CHAMBER MEMBER--\$90 ~ Distribute information and promotional items. **SALES ARE PERMITTED**
  - \$90 Additional 10x10 space Total # Spaces \_\_\_\_\_ Amount Enclosed:\$ \_\_\_\_\_
  - \$250 non-Chamber

- NON-PROFIT--\$100 ~ Selling fund raising items. No Food. (If selling food, use Non-Profit Food Vendor application.)
  - \$100 Additional 10x10 space Total # Spaces \_\_\_\_\_ Amount Enclosed:\$ \_\_\_\_\_

**Chamber Members and Non- Profits Fundraisers - Please list all items to be sold at Summerfest:**


- NON-PROFIT--\$45 ~ Distribute information and promotional items *only*. No Sales.  
Please list all activities occurring at your booth (Example: giving out balloons, demonstrating product, handing out literature)

**RESTRICTIONS:**

- City Ordinance PROHIBITS PETS at Festival
- NO WATER, ICE OR ELECTRICITY PROVIDED
- No P/A Systems or Music permitted at vendor space
- No canopies, signs, chairs or other items are permitted outside assigned area
- "Quiet" (60 – 50 DBA) generators required. Bringing generator? [ YES or NO ]  
(Generators over decibel limit will not be permitted to run and will be required to be shut off)

**\*\*\*INCOMPLETE or LATE APPLICATIONS ARE RETURNED\*\*\***

MAIL the following items to SUMMERFEST: P.O. Box 97, York, SC 29745

- Application
- Check (Payable to: **SUMMERFEST**)
- Self-addressed, Stamped 6"x9" envelope (\$1.20)

2016 Summerfest Vendor? Yes  No

*I understand Summerfest reserves the right to reject any application. I understand I am responsible for my booth and all items I am selling. I hereby release all sponsors, promoters, officials of the Greater York Chamber of Commerce, the Summerfest Committee, and the City of York from all claims of injury or damages resulting from my participation in this event. I further understand there are no refunds in the event of rain.*

*By signing below, I read and agree to consider this application a commitment to abide by the rules and regulations set forth by the SUMMERFEST Committee in the "Important Vendor Information Document".*

SIGNED: \_\_\_\_\_ DATE: \_\_\_\_\_

**SUMMERFEST**

23 E. Liberty St., York, SC 29745

803-684-2590 or toll free 1-877-684-2590

**New Festival Hours 11:00am-10:00pm**

**Placement will be based on Vendor's ability to participate during new hours.**



# IMPORTANT INFORMATION

## WHAT:

The Greater York Chamber of Commerce along with the City of York invites you to the 34th Annual SUMMERFEST. Due to the enthusiastic efforts of the area merchants and neighborhood volunteers, our festival continues to attract over 40,000 visitors each year. SUMMERFEST is recognized as the largest one-day festival in South Carolina and in 2002 was voted the most outstanding Tourism Event / Festival in SC for a community its size.

## WHERE:

SUMMERFEST is held on the streets of Historic Downtown York, SC.

## WHEN:

SUMMERFEST is held each year on the fourth Saturday in August. This year's event will be Saturday, August 26, 2017 from 11:00 am to 10:00 pm.

## WHO:

The SUMMERFEST Committee invites art and craft vendors, food vendors, non-profit organizations and Greater York Chamber members. No commercial vendors or sales.

## ENTRY FEE:

See appropriate application.

## APPLICATION CRITERIA:

Application deadline: July 26, 2017.

## GENERAL:

- **City ordinance PROHIBITS PETS at festival.**
- Vendor set up between 8:30 am to 10:30 am. Must be set up and vehicles off the street no later than 10:30 am.  
*Late vendors will not be permitted to enter & set up after 10:30 am.*
- **NO ELECTRICITY, ICE OR WATER PROVIDED.**
- **NO P/A SYSTEMS OR MUSIC PERMITTED FROM VENDOR SPACES**
- Vendor must provide your own tent/canopy, chairs, table, etc. Only "quiet" (60 – 50 DBA) generators allowed.  
*Anything louder will be required to be turned off.*
- NO items are allowed to be distributed or sold from vehicles, on the street OR outside your assigned space.
- Please be specific when listing activities occurring in your space and items to be sold.  
**Only items listed and approved may be sold.**
- Nonprofit groups or businesses with promotional materials are **NOT permitted to give out items that are sold by craft and food vendors.**
- If applicant is unable to attend, space is **NOT** transferable to other vendors.
- Downtown Merchants spaces are **NOT** transferable to other merchants or vendors.

## ADMINISTRATIVE DETAILS:

- **Incomplete applications are returned and the delay may prevent approval.**
- Accepted vendors will be notified by postcard once approved by committee.
- Denied applications are returned with check in self-addressed stamp envelopes provided.
- Vendor packets are mailed the week of August 8<sup>th</sup>, 2017.
- **A \$25.00 administrative fee is withheld from all refunds made PRIOR to July 26, 2017.**
- **NO refunds after July 26, 2017.**
- **\$35 Fee for Non-Sufficient Funds on returned checks.**
- SUMMERFEST is held rain or shine.

## **NO REFUNDS IN THE EVENT OF RAIN**

### SUMMERFEST

23 E. Liberty St., York, SC 29745

803-684-2590 or toll free 1-877-684-2590

**New Festival Hours 11:00am-10:00pm**

**Placement will be based on Vendor's ability to participate during new hours.**

- Make all checks payable to:

**SUMMERFEST  
PO Box 97  
York, SC 29745**

- For additional information contact the Summerfest Office at 803-684-2590.

**FOOD VENDORS:**

- **All food must be in compliance with the SC Department of Health and Environmental Control.**
- **Vendors must prepare food under a tent or canopy. If you are in compliance, DHEC will issue a health certificate day of the festival.**
- **The Fire Marshal will inspect your equipment the day of the festival.**

**LIABILITY INSURANCE**

- **ALL FOOD** vendors and **OTHER** vendors (Others as stipulated by Summerfest Committee) are required to provide a current Certificate of General Liability Insurance naming the “Greater York Chamber of Commerce DBA Summerfest” as additional insured, to include a **GENERAL LIABILITY** of:

Each Occurrence	\$1,000,000
Damage to Rented Premises (Each Occurrence)	\$100,000
Medical Expense (any one person)	\$5,000
Personal & Adv. Injury	\$1,000,000
General Aggregate	\$2,000,000
Products - Comp/Op Agg	Included

*Certificate Holder must be:*

Greater York Chamber of Commerce DBA Summerfest  
PO Box 97  
York, SC 29745

- 
- **ALL** food sold must be listed on your application. We limit the number of foods in each category and the selections are on a “first received” basis—*get your application in early!*
- Menu Prices **MUST** be clearly posted during festival hours.

**LICENSE**

: SC Law requires each vendor, **including out of state vendors**, to have a SC Artist & Craftsman License (Form 110), a SC Retail License (SCTC-111) \$50, OR a SC Permanent Exemption License for nonprofit vendors (ST-387) to participate in any festival in South Carolina. All are permanent licenses. This is not your Federal ID number. For more information contact:

**SC Department of Revenue  
PO Box 12099  
Rock Hill, SC 29731  
(803) 324-7641  
(Press 0 for operator)**

- Tax officials are present the day of the festival to check for compliance.
- All vendors responsible for collecting 7% sales tax
- In addition, Food Vendors collect 2% Hospitality Tax on prepared food

**SUMMERFEST  
23 E. Liberty St., York, SC 29745  
803-684-2590 or toll free 1-877-684-2590**

**New Festival Hours 11:00am-10:00pm  
Placement will be based on Vendor’s ability to participate during new hours.**