



SOUTH CAROLINA PECAN MUSIC & FOOD FESTIVAL
NOVEMBER 6, 2021
FOOD VENDOR APPLICATION



Applications are due by **August 31, 2021**. 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 Music & Food Festival. Acceptance into the festival is at the discretion of the SC Pecan Festival Committee.** Failure to provide the 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

<p>APPLICANT CHECKLIST: PHOTOS & MENU ENCLOSED: _____ INITIAL APPLICATION COMPLETED: _____ INITIAL ELECTRICAL/SET-UP SHEET COMPLETED: _____ INITIAL PAYMENT ENCLOSED: _____ INITIAL -OR- ONLINE PAYMENT: _____ INITIAL SEPARATE VENDOR COMPLIANCE DEPOSIT ENCLOSED: _____ INITIAL PLEASE VERIFY THE FOLLOWING: APPLICANT AGREES TO BRING AT LEAST ONE MENU ITEM CONTAINING PECANS AND AGREES TO DISPLAY THAT MENU ITEM ON FESTIVAL DAY. _____ INITIAL 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 SPECIAL EVENTS FATS, OILS, AND GREASE (FOG) MANAGEMENT REGULATIONS. _____ INITIAL</p>	<p>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 2021 SC PECAN MUSIC & FOOD FESTIVAL FOOD VENDOR POLICIES (PAGE 4). Violation of any vendor policies will result in forfeiture of vendor compliance deposit. _____ INITIAL</p>
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2021 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 _____

MENU ATTACHED? _____ **INITIAL** _____ **PECAN MENU ITEM:** _____

Electricity Requested? ____ Yes ____ No Website Listing Requested? ____ Yes ____ No
(FILL OUT PAGE 3) (SUBMIT LISTING STATEMENT BELOW)

If your payment is postmarked after August 31, 2021 and the late fee is not enclosed, your application will not be considered. Please indicate your space preference below:

1st Choice # _____ 2nd Choice # _____ 3rd Choice # _____ 4th Choice # _____ 5th Choice # _____

LEVEL DESCRIPTIONS	BASE PRICE	ADDITIONAL FEES	FEE
Platinum 50 ft. X 12 ft.	\$1,000.00	Electrical Access (one outlet)	\$50.00
Silver 25 ft. X 12 ft.	\$450.00	Late Fee (Required after 8/31/2021)	\$50.00
Bronze 25 ft. X 12 ft.	\$300.00	Website Listing (include statement below)	\$25.00

***Website listing statement:** _____

PLATINUM	SILVER	SILVER	SILVER	BRONZE
200 + 202 P220	100 P220	306 NP	753 P220	319 P220
204 + 206 P220	102 P220	307 P220		633 NP
234 + 236 P220	104 P220	309 P		635 NP
238 + 240 P220	106 P220	311 P		637 P
242 + 244 P220	108 P220	639 P		741 NP
246 + 248 P220	219 NP	708 P		743 NP
300 + 302 P220	221 NP	709 P		800 P220
301 + 303 P220	223 P220	710 P		801 NP
305 + 307 P220	225 P220	711 P		802 P220
632 + 634 P220	227 P220	712 P		803 NP
641 + 643 P	229 P220	713 P		900 P220
700 + 702 P220	230 P220	714 NP		902 P220
701 + 703 P	231 P220	715 P		904 P220
704 + 706 P220	232 P220	716 NP	BRONZE 931 NP	
705 + 707 P220	233 P220	745 P	313 P220	933 NP
	304 P	747 P	315 P220	935 NP
	305 P220	751 P220	317 P220	

SET-UP INFORMATION

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 **including** tongue) and indicate which side is open to the public. Include a photo of your setup.

Width _____ Length _____

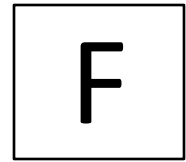
Side open to public: ____ L ____ R

NP=No Power P=Power
P220=220 Power Available

LOCATE YOUR SPACE ON OUR FESTIVAL MAP AT WWW.SCPECANFESTIVAL.COM

Remit to: South Carolina Pecan Festival, 324 W. Evans Street, Florence, SC 29501
Via email: pecanfestival@florencedowntown.com **Via eFax:** 480-393-8800
Electronically submitted applications must include card payment verification code.

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ELECTRICAL ACCESS REQUEST FORM

PLEASE NOTE: Failure to provide the SC Pecan Music & Food Festival with accurate information regarding the electrical needs of your vendor set-up could result in incompatibility with your selected space or no access to power. Power must be paid for with your application fees. Vendors must list ALL equipment that requires power in the form below. Equipment not listed on the form below will NOT be allowed to be plugged in on festival day. **The festival is not responsible for any inability to supply power for equipment if vendor fails to list correct amperage and volts needed.** The use of electric heaters and/or air conditions is strictly prohibited. The use of these items will result in the loss of your space and forfeiture of vendor fees. Electrical access payment grants the vendor the use of one outlet. If additional outlets are required, additional fees will apply.

Vendors who have paid for electricity must bring an extension cord no shorter than 100 feet, no smaller than ten (10) gauge in size, and rated to handle at least twenty (20) amps. Please bring power strips/surge protectors with you. The festival will not provide these items.

_____ INITIAL

EQUIPMENT LIST

Please list ALL equipment you plan to use power for during the SC Pecan Music & Food Festival. Voltage, wattage, or amperage can be found on the equipment’s electrical tag. Please be as detailed as possible. Please call 843-773-0011 if you have any questions regarding electrical compatibility. Please include photographs of your electrical set-up with this application.

Name of Equipment	Amperage/AMPS	Volts

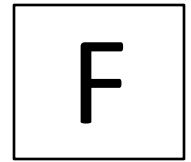
FOR VENDORS NEEDING 220 POWER

The SC Pecan Festival has a limited number of vendor spaces with available with access to 220 power. When selecting your vendor space, please make sure to select one with access to this type of power. Spaces with 220 access have been listed as P220 spaces. Vendors needing 220 power will still need to fill out the above equipment list and confirm compatibility with the festival. The festival is not responsible for power adapter or receptacle incompatibility.

PERSONAL GENERATOR USE

Generators must be approved by the SC Pecan Festival Committee prior to approval for use within the festival grounds. Approved generators will need to be secured in such a way as to prevent injury to festival attendees, volunteers, and staff. Please email pecanfestival@florence downtown.com with images and decibel information of the proposed generator.

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FOOD VENDOR POLICIES

PLEASE READ THE SC PECAN FESTIVAL FOOD VENDOR POLICIES CAREFULLY. BY SUBMITTING 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 WILL RESULT IN FORFEITURE OF YOUR VENDOR COMPLIANCE DEPOSIT.**

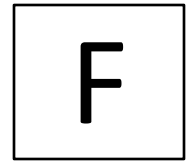
_____ Initials

- 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, food vendors must include and bring at least one menu item containing pecans for the 2021 SC Pecan Festival.**
- 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. This also applies to vendors parked in festival ground lots.**
- 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. No distribution, canvassing, flyers, nor vending of any kind may be done by strolling through the festival.
- 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 given 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 Music & Food 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.
- 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.
- Limited electrical access is available for an additional fee of \$50.00. Electric service must be requested and purchased at the time of application. Electric service includes one outlet. If more than one outlet is required, additional charges will apply.

If you have any questions or concerns, please call the SC Pecan Music & Food Festival at 843-773-0011 or email pecanfestival@florenceodowntown.com.

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FOOD VENDOR POLICIES, CONTINUED

PLEASE READ THE SC PECAN FESTIVAL FOOD VENDOR POLICIES CAREFULLY. BY SUBMITTING 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 WILL RESULT IN FOREITURE OF YOUR VENDOR COMPLIANCE DEPOSIT.**

- Vendors are responsible for leaving the space in the same condition as when the vendor arrived. Oil spills and/or damage to the space must be reported immediately to the vendor coordinator.
- No amplified music or speakers are allowed at vendor booths.
- If a vendor is rude or disrespectful to the public, event staff, or other vendors, they will be asked to leave the festival, no refunds will be given, and the vendor is subject to disqualification from future events.
- Vendors must initial and sign each space required in this application for submission to be considered complete. Incomplete applications will not be processed.
- Vendors are responsible for paying all associated vendor fees including the separate refundable deposit before their application will be considered complete and ready for processing.
 - **All food vendors must pay a \$200 fully refundable vendor compliance deposit**, which will be returned by mail within fifteen (15) business days of the festival if the vendor has abided by all festival policies.
- Vendors or their authorized designee are responsible for signing in at vendor check-in the day of the festival.

_____ Initials

VENDOR FEES

<u>LEVEL DESCRIPTIONS</u>	<u>BASE PRICE</u>	<u>ADDITIONAL FEES</u>	<u>FEE</u>
Platinum 50 ft. X 12 ft.	\$1,000.00	Electrical Access (one outlet)	\$50.00
Silver 25 ft. X 12 ft.	\$450.00	Late Fee (Required after 8/31/2021)	\$50.00
Bronze 25 ft. X 12 ft.	\$300.00	Website Listing	\$25.00

REFUNDABLE DEPOSIT

ALL FOOD VENDORS \$200.00 by cash or check only, no money orders. **The refundable vendor compliance deposit MUST be written as a separate check made payable to South Carolina Pecan Festival.**

Base Price Level: _____

Electrical Access Fee: _____

Late Fee (Required after 08/31/21): _____

Web Listing: _____

Vendor Fee Subtotal: _____

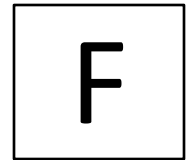
Vendor Compliance Deposit (Refundable after 11/07/2021): \$200
Separate payment required for deposit.

Please make checks payable to **South Carolina Pecan Festival**.

Remit to: SC Pecan Festival, 324 W. Evans Street, Florence, SC 29501
Via email: pecanfestival@florencedowntown.com **Via eFax:** 480-393-8800
Electronically submitted applications must include card payment verification code.

Page 5 of 6 **INITIAL:** _____

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PEPSI ORDER FORM

ALL VENDORS SELLING SOFT DRINKS MUST PURCHASE THEIR PRODUCTS THROUGH THE SC PECAN MUSIC & FOOD 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 \$24.00 per 20 20oz. bottle 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.

Product	Quantity (20 20-oz bottles per case)	Subtotal (\$24.00 per case)
Pepsi		
Diet Pepsi		
Mountain Dew		
Diet Mountain Dew		
Sierra Mist/Mist Twist		
Sunkist		
Aquafina Bottled Water		
	TOTAL CASES	TOTAL DUE AT PICKUP

ICE ORDER FORM

Product	Quantity (20-lb. bags)	Subtotal (\$3.50 per bag)
Ice		
	TOTAL BAGS	TOTAL DUE AT PICKUP

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 8:00 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.

COVID-19 Vendor Agreement and Acknowledgement

Due to the ongoing threat of COVID-19, all 2021 South Carolina Pecan Music and Food Festival Vendors will be required to agree to the following policies. Please initial and sign where indicated.

COVID-19 VENDOR POLICIES

Please initial each statement below. Vendors who violate COVID-19 policies will forfeit their vendor compliance deposit and will not be allowed to apply to be a vendor at the 2022 SC Pecan Music and Food Festival until after the regular application period has closed if space allows.

____ Vendor will require all employees/volunteers within their vendor booth to wear a face covering and utilize appropriate PPE at all times while inside festival grounds.

____ Vendor will make hand sanitizer available in a visible location for festival attendee use at their booths.

____ Vendor will make every effort to provide contactless payment options for festival attendees.

____ Vendor will require all booth employees/volunteers to monitor their health, and will not allow an employee or volunteer to work at their booth if they are exhibiting any COVID-19 symptoms to include, but not limited to: fever, shortness of breath, active cough, runny nose, sore throat, or loss of taste or smell.

____ Vendor agrees to report any sudden on-set of COVID-19 symptoms in their employees/volunteers to include fever, shortness of breath, active cough, runny nose, sore throat, or loss of taste or smell during festival hours to a festival representative for further guidance. Vendors who experience COVID-19 symptoms during festival hours may be asked to quarantine in a designated area for the duration of the festival or be asked to vacate festival grounds.

____ Vendor agrees that he/she and/or his/her employees/volunteers will not attend the SC Pecan Music and Food Festival if they or anyone in their immediate households have tested positive or have come into direct contact as defined by SCDHEC for COVID-19 during the period of October 22, 2021 through November 6, 2021.

____ Vendor agrees to report all incidents of an employee or volunteer testing positive for COVID-19 within 14 days after the SC Pecan Music and Food Festival.

____ Vendor agrees to promote and enforce social distancing for customers in line at their booth or shopping inside their booth.

____ Vendor agrees to abide by all applicable SC DHEC and City of Florence guidelines while at the 2021 SC Pecan Music and Food Festival and clean frequently touched surfaces throughout the duration of the festival.

COVID-19 VENDOR RISK ACKNOWLEDGEMENT

Vendor acknowledges that exposure to COVID-19 is an inherent risk in any public location where people are present; the SC Pecan Music and Food Festival cannot guarantee you will not be exposed during your visit. The CDC advises that older adults and people of any age who have serious underlying medical conditions may be at higher risk for severe illness from COVID-19. Vendors and attendees should evaluate their own risk in determining whether to attend. People who show no symptoms can still spread COVID-19 if they are infected; any interaction with the general public poses an elevated risk of being exposed to COVID-19. By vending at or attending the SC Pecan Music and Food Festival, you acknowledge and agree that you assume these inherent risks associated with attendance, and agree to hold the SC Pecan Music and Food Festival, Florence Downtown Development Corp., and its sponsors, agents, staff, and volunteers harmless. Further, should you decide not to vend at the SC Pecan Music and Food Festival, no refunds for vendor space will be provided.

Vendor Signature: _____

Date: _____

Vendor Printed Name: _____