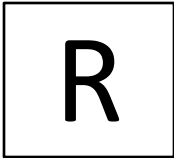




**SOUTH CAROLINA PECAN MUSIC & FOOD FESTIVAL  
NOVEMBER 6, 2021  
RETAIL VENDOR APPLICATION**



Applications are due by **August 31, 2021**. A \$30.00 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. 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) \_\_\_\_\_

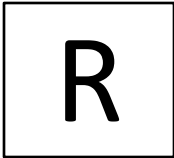
EMAIL ADDRESS: \_\_\_\_\_

**Most communication from the SC Pecan Music & Food Festival will come via email.**

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

<p><b>APPLICANT CHECKLIST:</b>          PHOTOGRAPHS ENCLOSED: _____ INITIAL  <b>PRODUCT TYPE:</b> _____            APPLICATION COMPLETED: _____ INITIAL          ELECTRICAL/SET-UP SHEET COMPLETED: _____ INITIAL            PAYMENT ENCLOSED: _____ INITIAL          -OR-          ONLINE PAYMENT: _____ INITIAL            SEPARATE VENDOR COMPLIANCE DEPOSIT ENCLOSED:          _____ INITIAL    <b>PLEASE VERIFY THE FOLLOWING:</b>          APPLICANT HAS PECAN-THEMED RETAIL ITEMS.          _____ YES _____ NO            APPLICANT HAS INCLUDED PHOTOGRAPHIC SAMPLES          AND LISTS OF MERCHANDISE TO BE SOLD.          _____ INITIAL            APPLICANT HAS READ AND WILL ADHERE TO THE CITY          OF FLORENCE FIRE SAFETY REGULATIONS.          _____ INITIAL            VENDOR UNDERSTANDS THAT ONLY          ITEMS/INFORMATION SUBMITTED AND APPROVED          WITH THE APPLICATION MAY BE SOLD DURING THE SC          PECAN FESTIVAL.          _____ INITIAL</p>	<p><b>APPLICANT ACKNOWLEDGEMENT:</b>          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.</p> <p>Applicant Signature: _____ Date: _____</p> <p><b>APPLICANT HAS READ AND WILL ADHERE TO THE 2021 SC PECAN MUSIC &amp; FOOD FESTIVAL RETAIL VENDOR POLICIES (PAGE 4). Violation of any vendor policies will result in forfeiture of vendor compliance deposit.</b>          _____ INITIAL</p>
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**SOUTH CAROLINA PECAN MUSIC & FOOD FESTIVAL  
NOVEMBER 6, 2021  
RETAIL VENDOR APPLICATION**



**2021 RETAIL VENDOR BOOTH REQUEST**

**PLEASE NOTE:** Retail vendors may purchase 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 nor extend beyond 12 ft. from the curb. While the SC Pecan Music & Food 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>SAMPLE ITEM LIST ATTACHED?</b> _____ <b>INITIAL</b>	<b>PHOTOS INCLUDED?</b> _____ <b>INITIAL</b>
Electricity Requested? ___ Yes ___ No (FILL OUT PAGE 3)	Website Listing Requested? ___ Yes ___ No (INCLUDE 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:	
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 # _____	

<u>LEVEL DESCRIPTIONS</u>	<u>BASE PRICE</u>	<u>ADDITIONAL FEES</u>	<u>FEE</u>
Retail Vendor   12 ft. X 12 ft.	\$125.00	Electrical Access	\$25.00
Pecan Retail Vendor   12 ft. X 12 ft.	\$85.00	Late Fee (Required after 8/31/2021)	\$30.00
		Website Listing*	\$20.00

**\*Website listing statement:**

101 NP	126 P	243 P	611 NP	717 P	738 NP	905 NP	916 NP	927 NP
103 NP	127 NP	245 P	612 P	718 NP	739 NP	906 NP	917 NP	928 NP
105 NP	128 P	247 P	613 NP	719 P	741 NP	907 NP	918 NP	929 NP
107 NP	129 NP	249 P	614 P	720 NP	743 NP	908 NP	919 NP	930 NP
109 NP	131 NP	251 P	615 NP	721 P	745 NP	909 NP	920 NP	932 NP
110 NP	133 NP	308 NP	616 P	722 NP	747 NP	910 NP	921 NP	934 NP
111 NP	135 NP	310 NP	617 NP	723 P	749 NP	911 NP	922 NP	
112 NP	137 NP	312 NP	618 P	724 NP	804 P	912 NP	923 NP	
113 NP	139 NP	314 NP	619 NP	725 P	805 NP	913 NP	924 NP	
114 NP	208 P	316 NP	620 P	726 NP	806 P	914 NP	925 NP	
115 NP	210 P	318 NP	621 NP	727 P	807 NP	915 NP	926 NP	
116 NP	212 P	320 NP	622 P	728 NP	808 P			
117 NP	214 NP	322 NP	623 NP	729 P	809 NP			
118 P	222 NP	324 NP	624 NP	730 NP	810 P			
119 NP	224 NP	600 P	625 NP	731 NP	811 NP			
120 P	226 NP	602 P	626 NP	732 NP	812 NP			
121 NP	228 NP	604 P	627 NP	733 NP	813 NP			
122 P	235 P	606 P	628 P	734 NP	814 NP			
123 NP	237 P	608 P	629 NP	735 NP	815 NP			
124 P	239 P	609 NP	630 P	736 NP	901 P			
125 NP	241 P	610 P	631 NP	737 NP	903 P			

**SET-UP INFORMATION**

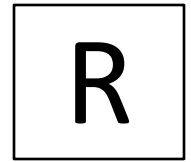
All vendors must have a tent.  
Vendors may not sell outside of their designated area.

**NP=No Power      P=Power**

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

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

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



**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**

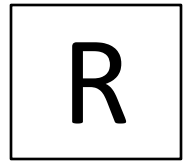
Please list ALL equipment you plan to use power for during the festival. Voltage, wattage, or amperage can be found on the equipment's electrical tag. Please be as detailed as possible. Please call 843-773-0011 if you have any questions regarding electrical compatibility. Please include photographs of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

Name of Equipment	Amperage/AMPS	Volts

**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. To submit your generator for approval, please send photos and decibel information to [pecanfestival@florencedowntown.com](mailto:pecanfestival@florencedowntown.com).

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



**RETAIL VENDOR POLICIES**

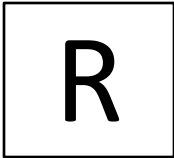
PLEASE READ THE SC PECAN FESTIVAL RETAIL VENDOR POLICIES CAREFULLY. BY SUBMITTING YOUR COMPLETED APPLICATION, YOU AGREE TO ABIDE BY ANY AND ALL POLICIES THAT MAY BE ESTABLISHED BY THE SC PECAN FESTIVAL COMMITTEE. **VIOLATION OF ANY POLICIES BELOW MAY DISQUALIFY YOU FROM PARTICIPATING AT FUTURE EVENTS.**

\_\_\_\_\_ 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, and spirit of cooperation.
- Submission of an application and payment does not guarantee acceptance into the SC Pecan Music & Food Festival. Applications received after the August 31, 2021 deadline will only be considered if space is available and the \$30 late fee is included with the application fee payment.
- 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 RETAIL VENDORS MUST SUBMIT A LIST OF SAMPLE ITEMS WITH PHOTOGRAPHS THAT HE/SHE INTENDS TO SELL.** Only approved items will be allowed to be sold at the vendor booth.
- Vendor fees include a 1-day City of Florence festival business license. Vendors are also required to have and are responsible for a SC Dept. of Revenue business license. For more information visit [www.sctax.org](http://www.sctax.org).
- It is the sole responsibility of each and every retail vendor to meet all SC Department of Revenue (SC DOR) regulations. The SC DOR may require you to have a special event retail license. Visit [www.sctax.org](http://www.sctax.org) for details.
- Vendor set-up begins at 7:00 a.m. on Festival Day for all retail vendors. During load-in and load-out, please keep your vehicle pulled close to your booth. **Do NOT leave vehicles in the middle of the street.**
- All vendor vehicles must be moved off the street no later than 9:00 a.m. on Festival Day. Driving through crowds is strictly not allowed. Retail 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 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.**
- 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 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.
- 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 rendered null and void and removed from further consideration. In addition, you will not be considered for future SC Pecan Music & Food Festival applications.

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

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



**RETAIL VENDOR POLICIES**

PLEASE READ THE SC PECAN FESTIVAL RETAIL 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 BELOW MAY DISQUALIFY YOU FROM PARTICIPATING AT FUTURE EVENTS.**

- Vendors are responsible for leaving the space in the same condition as when the vendor arrived. All boxes and/or excess merchandise must be stored neatly at your booth without blocking sidewalks. Damage to the space must be reported immediately to the vendor coordinator.
- Limited electrical access is available for an additional fee of \$25.00. Electric service must be requested and purchased at the time of application. Electrical equipment not listed with your approved application will not be allowed to be used during the festival. Use of electrical equipment not listed with your application will result in the loss of your space and forfeiture of all application fees. Electric service includes one outlet. If more than one outlet is required, additional charges will apply.
- 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 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 retail vendors must pay a \$100 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>
Retail Vendor   12 ft. X 12 ft.	\$125.00	Electrical Access	\$25.00
Pecan Retail Vendor   12 ft. X 12 ft.	\$85.00	Late Fee (Required after 8/31/2021)	\$30.00
		Website Listing*	\$20.00

**REFUNDABLE DEPOSIT**

ALL RETAIL VENDORS \$100.00 by cash or check only, **no money orders**. **The vendor compliance deposit MUST be written as a separate check made payable to SC 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):**     \$100      
*Separate payment required for deposit.*

Please make all checks payable to **SC Pecan Festival**.

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

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

### 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 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: \_\_\_\_\_