



**SOUTH CAROLINA PECAN MUSIC & FOOD FESTIVAL**  
**NOVEMBER 4, 2023**  
**FOOD VENDOR APPLICATION**



Applications are due by **August 31, 2023**. 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: (CELL) \_\_\_\_\_ (ALTERNATE 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><b>APPLICANT CHECKLIST:</b>          PHOTOS &amp; MENU ENCLOSED: <input type="checkbox"/> INITIAL          APPLICATION COMPLETED: <input type="checkbox"/> INITIAL          ELECTRICAL/SET-UP SHEET COMPLETED: <input type="checkbox"/> INITIAL           PAYMENT ENCLOSED: <input type="checkbox"/> INITIAL          -OR-          ONLINE PAYMENT: <input type="checkbox"/> INITIAL           SEPARATE VENDOR COMPLIANCE DEPOSIT ENCLOSED:  <input type="checkbox"/> INITIAL   <b>PLEASE VERIFY THE FOLLOWING:</b>          APPLICANT AGREES TO BRING AT LEAST ONE MENU ITEM CONTAINING PECANS AND AGREES TO DISPLAY THAT MENU ITEM ON FESTIVAL DAY.  <input type="checkbox"/> INITIAL           APPLICANT HAS READ AND WILL ADHERE TO THE SC DHEC FOOD SAFETY REGULATIONS.  <input type="checkbox"/> INITIAL           APPLICANT HAS READ AND WILL ADHERE TO THE CITY OF FLORENCE FIRE SAFETY REGULATIONS.  <input type="checkbox"/> INITIAL           APPLICANT HAS READ AND WILL ADHERE TO THE CITY OF FLORENCE SPECIAL EVENTS FATS, OILS, AND GREASE (FOG) MANAGEMENT REGULATIONS.  <input type="checkbox"/> 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.           Applicant Signature: _____ Date: _____   <b>APPLICANT HAS READ AND WILL ADHERE TO THE 2023 SC PECAN MUSIC &amp; FOOD FESTIVAL FOOD VENDOR POLICIES (PAGE 4). Violation of any vendor policies will result in forfeiture of vendor compliance deposit.</b>  <input type="checkbox"/> INITIAL</p>
--	---

**SOUTH CAROLINA PECAN MUSIC & FOOD FESTIVAL  
NOVEMBER 4, 2023  
FOOD VENDOR APPLICATION**



**2023 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 **\*\*MENUS MUST BE CLEARLY VISIBLE TO PUBLIC DURING FESTIVAL\*\***  
(FILL OUT PAGE 3)

If your payment is postmarked after August 31, 2023 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.	\$1,025.00	Electrical Access (one outlet)	\$50.00
Silver   25 ft. X 12 ft.	\$475.00	Late Fee (Required after 8/31/2023)	\$50.00
Bronze   25 ft. X 12 ft.	\$325.00		

<b>PLATINUM</b>	<b>SILVER</b>	<b>SILVER</b>	<b>SILVER</b>	<b>BRONZE</b>
200 + 202 P220	100 P	306 NP	753 P220	319 P220
204 + 206 P220	102 P	307 P220		633 NP
234 + 236 P220	104 P	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	<b>BRONZE</b>	931 NP
705 + 707 P220	233 P220	745 NP	313 P220	933 NP
	304 P	747 NP	315 P220	935 NP
	305 P220	751 P	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: \_\_\_ D \_\_\_ P

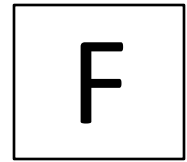
**NP=No Power      P=Power**  
**P220=220 Power Available**

**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:** [pecanfestival@florencedowntown.com](mailto:pecanfestival@florencedowntown.com) **Via eFax:** 480-393-8800  
**Electronically submitted applications must include card payment verification code.**

**Page 2 of 7 INITIAL:** \_\_\_\_\_

**SOUTH CAROLINA PECAN MUSIC & FOOD FESTIVAL  
NOVEMBER 4, 2023  
FOOD VENDOR APPLICATION**



**ELECTRICAL ACCESS REQUEST FORM  
\*\*POWER MUST BE PAID FOR IN ADVANCE\*\***

**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, and if you are requesting 220, send us a photo of your unit’s plug and cable length.**

Name of Equipment	Amperage/AMPS	Volts

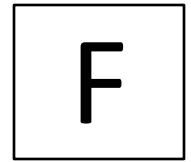
**FOR VENDORS NEEDING 220 POWER**

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@floencedowntown.com](mailto:pecanfestival@floencedowntown.com) with images and decibel information of the proposed generator.

**SOUTH CAROLINA PECAN MUSIC & FOOD FESTIVAL  
NOVEMBER 4, 2023  
FOOD VENDOR APPLICATION**



**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.**

**INITIAL**

- 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 for the application to be considered. An incomplete application will be removed from consideration.
- **REFUND POLICY: No refunds will be given due to your inability to attend the festival for any reason.** If your cancelation takes place prior to October 1, you may transfer your vendor fees to the following year. No transfers will take place after October 1. 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.
- 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 2023 SC Pecan Festival.**
- It is the sole responsibility of 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 (page 6).
- 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 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. Vendor vehicles remaining on the street after 9:00 a.m. are subject to ticketing.
- 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 \$3.75 per 16 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, yelling, nor vending of any kind may be done by strolling through 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 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. 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](mailto:pecanfestival@florenceodowntown.com).**

**Page 4 of 7 INITIAL: \_\_\_\_\_**

**SOUTH CAROLINA PECAN MUSIC & FOOD FESTIVAL  
NOVEMBER 4, 2023  
FOOD VENDOR APPLICATION**



**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, yelling at attendees, megaphones, 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.

**INITIAL**

**VENDOR FEES**

<u>LEVEL DESCRIPTIONS</u>	<u>BASE PRICE</u>	<u>ADDITIONAL FEES</u>	<u>FEE</u>
Platinum   50 ft. X 12 ft.	\$1,025.00	Electrical Access (one outlet)	\$50.00
Silver   25 ft. X 12 ft.	\$475.00	Late Fee (Required after 8/31/2023)	\$50.00
Bronze   25 ft. X 12 ft.	\$325.00		

**REFUNDABLE DEPOSIT**

ALL FOOD VENDORS \$200.00 by check or money order only, no cash. **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 08/31/23): \_\_\_\_\_

Vendor Fee Subtotal: \_\_\_\_\_

**Vendor Compliance Deposit (Refundable after 11/05/2023): \$200**

*Separate CHECK 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](mailto:pecanfestival@florencedowntown.com) **Via eFax:** 480-393-8800  
**Electronically submitted applications must include card payment verification code.**

**Page 5 of 7 INITIAL:** \_\_\_\_\_



**SOUTH CAROLINA PECAN MUSIC & FOOD FESTIVAL**  
**NOVEMBER 4, 2023**  
**FOOD VENDOR APPLICATION**



**City of Florence Fire Department Regulations for Food Trucks and Cooking Under Tents**

PLEASE READ THE CITY OF FLORENCE FIRE DEPARTMENT COOKING REGULATIONS CAREFULLY. BY SUBMITTING YOUR COMPLETED APPLICATION AND INITIALING THIS PAGE, YOU ARE INDICATING THAT YOU HAVE READ AND AGREE TO FOLLOW ALL REGULATIONS. **VIOLATION OF ANY REGULATIONS WILL RESULT IN FOREITURE OF YOUR VENDOR COMPLIANCE DEPOSIT AND FIRE MARSHAL MAY EXPEL YOU FROM THE FESTIVAL.**

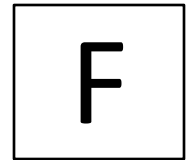
*Food Truck Regulations*

- The City of Florence Fire Marshal will conduct inspections of each food truck or trailer for compliance at the festival.
- All food trucks and trailers cooking on site must have proper fire extinguishers and **hood extinguishing systems (if enclosed and produce grease laden vapors)** with paperwork showing recent services and cleaning. (*Section 319, 2018 International Fire Code (IFC)*)
- A minimum of one (1) 2A:10BC fire extinguisher is required for grill or open-flame cooking (*Section 906, IFC*)
- Commercial cooking systems shall be of the type for protection of commercial cooking equipment and exhaust systems and shall be UL300 listed and labeled.
- ALL vendors with frying as part of the cooking process must have a class "K" fire extinguisher. (*Section 906.4.2., IFC*)
- Each vendor must have the required extinguisher(s) on site, in a secured position, and readily available.
- All extinguishers must have a current annual inspection and be tagged by a South Carolina licensed service provider.
- Open flame cooking devices shall not be operated within 10 feet of combustible construction (*Section 308.1.4*)
- Commercial kitchen hoods shall be serviced and cleaned to comply with *Section 607.3.3, 2018 IFC*.
- Portable LP Gas containers shall be securely fastened to prevent unauthorized movement, manufactured in compliance with the requirements of NFPA 58, and all piping and valves should be adequately protected to prevent tampering or damage. Gas alarms should be installed within the vehicle in the vicinity of LP gas system components and lines shall be serviced annually by an approved agency registered with US Dept. of Transportation.
- Food trucks or trailers that have a space designated for mounted generators must be secured. If a generator is not mounted, it must be located on the ground in such a manner that it will not cause any trip hazards or fume build-up inside the food truck or trailer.

*Tent Cooking Regulations*

- All tents shall be adequately secured, roped, braced, and weighted to withstand the elements of weather and prevent collapse.
- Cooking tents shall be flame resistant with a permanently affixed acceptance label meeting NFPA 701 standards.
- Smoking shall not be permitted in tents, canopies, booths, or membrane structures. No smoking signs must be posted.
- LP-gas containers shall be located outside of the tent/canopy with safety valves pointed away from the tent/canopy. Freestanding LP tanks shall be at least five (5) feet away from any tent or booth.
- There shall be at least three (3) feet of clearance between deep fat fryers and charcoal cooking.
- Flammable and combustible liquids shall be stored outside in an approved manner and not under tents.
- Generators shall not be in or under tents, and should be located on the ground in such a manner that it will not cause trip hazards.
- All cooking tents and booths shall be equipped with a fire extinguisher with a minimum rating of 2A:10BC and it must be accessible at all times, even if you are using electrical power. Additionally, vendors using deep fat fryers shall also have a class "K" fire extinguisher accessible at all times.
- All required fire extinguishers shall be properly licensed and serviced by a fire extinguisher company within the past year.

**SOUTH CAROLINA PECAN MUSIC & FOOD FESTIVAL  
NOVEMBER 4, 2023  
FOOD VENDOR APPLICATION**



**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 16-lb. bags of ice available for purchase at \$3.75 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 (20 20-oz bottles per case)</b>	<b>Subtotal (\$24.00 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 PICKUP</b>

**ICE ORDER FORM**

<b>Product</b>	<b>Quantity (16-lb. bags)</b>	<b>Subtotal (\$3.75 per bag)</b>
Ice		
	<b>TOTAL BAGS</b>	<b>TOTAL DUE AT PICKUP</b>

**DO NOT SEND PEPSI 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.