

ST. PATRICK'S DAY FESTIVAL

Saturday, March 14, 2020 | Downtown Clover | 10:00 AM – 4:00 PM

Please take a moment to read through this vendor info letter before completing your application.

An annual tradition in Clover, this family-friendly event features a variety of attractions, including a 5K Leprechaun Leap Run/Walk hosted by the YMCA, live music, dancing, food vendors, arts & crafts vendors, kids zone, annual dog show and much more! Taking place in Downtown Clover, this yearly festival is open to the public and has attracted more than 6,000 attendees throughout the day. Admission to the festival and live entertainment is free.

VENDOR FEES

- Non-Profit Vending Fee: **\$50.00**
- Arts & Crafts Vending Fee: **\$50.00**
- Commercial Business Vending Fee: **\$60.00**
- Food Vending Fee: **\$90.00**

In addition to the vendor fees listed above, there is also a \$15.00 Town of Clover Business License Fee for all vendors who **do not** hold a Town of Clover business license. All vendors selling food, products and/or services are required to purchase a 1-day Town of Clover Business License, applicable only for usage on Saturday, March 14, 2020. Non-profit organizations and/or charities are exempt from purchasing a business license. This license is **not** related to the *South Carolina Retail License*. Fees are non-refundable.

ELECTRICITY

Limited 110v electricity in Downtown Clover will be available and not guaranteed. Vendor must request electricity. If you are requesting more than 110v electricity, vendor will be responsible for providing their own power/generator. If vendor is bringing their own power, they must have a quiet generator - **NO EXCEPTIONS**.

VENDOR SPACE

Vendor pricing includes one (1) 12'x12' unfurnished space on Main Street in Downtown Clover, SC. Vendor will be responsible for setting up booth with tables, chairs, crafts, and/or all other materials and merchandise they are selling. All vendors are required to purchase enough space to accommodate the dimensions submitted.

DIMENSIONS

Vendor is required to provide complete dimensions (width & depth), including food truck, trailer, canopies, tents, trailer tongues, etc. Application may be rejected if dimensions are not included.

APPLICATION SUBMISSION

Deadline to submit vendor application: **Monday, February 24, 2020**. Vendor is required to submit a completed application, full payment along with two photographs of booth setup, items being offered and a copy of food menu (*applicable for food vendors*), and prices. If application is accepted, vendor will be notified and payment will be deposited soon. If application is denied, vendor will be contacted and application and payment will be returned promptly.

REGISTRATION

Vendor can register in person at the Clover Community Center, located at 120 Bethel Street in Clover, SC or mail in completed application along with two photographs of the vendor set-up and payment to the attention of **Amy Gonzalez, Special Events Coordinator** | **P.O. Box 1060 Clover, SC 29710**. Acceptable forms of payment: cash, check (*payable to Town of Clover*), money order and credit card (*3% surcharge will apply*). All applications will be evaluated and applications not accepted will be returned to the applicant.

VENDOR SET-UP

Festival will take place on the northbound side of Highway 321 and traffic will be rerouted onto the Southbound side. All vendors are required to enter the festival area from the South End side of Highway 321/Main Street.

Vendor set-up time is between the hours of 7:00 AM - 9:00 AM. Please note Clover Police Department will be shutting down the road at 7:00 AM. We ask for vendors to kindly wait until the roads are officially closed before setting up your spot. No vehicular traffic will be allowed on the festival route after 9:00 AM and all vehicles must be removed from the festival area by 9:00 AM. Vendors are asked to adequately allocate time to finish your set-up no later than 9:30 AM as festival hours are 10:00 AM – 4:00 PM.



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VENDOR PARKING

Vendors are welcomed to park their vehicles on Elizabeth Street, First Baptist Church parking lot, Magistrate's parking lot, Catawba Street and Walnut Street. Note vendors are not allowed to block any business parking lot, such as Movie Mania and Clover Auto Parts, amongst others.

LATE ARRIVAL

If a vendor arrives after 9:00 AM, they will not be allowed to drive their vehicle on the festival route, as no vehicular traffic will be allowed after this time. This may cause for your original vendor placement to be moved to the end of the festival route.

VENDOR BREAKDOWN

All vendors are required to breakdown promptly at **4:00 PM**. **NO VENDOR BREAKDOWN WILL BE ALLOWED BEFORE 4:00 PM, UNLESS AUTHORIZED BY EVENT COORDINATOR.** Breakdown must be completed by 5:00 PM. Traffic will resume on both Northbound & Southbound Main Street at 5:30 PM. Please be mindful and break down your empty boxes and store these beside trash receptacles. If you notice throughout the day that your trash receptacles are full and/or overflowing, we kindly ask for you to flag down a Festival Staff Member/Volunteer. Please DO NOT allow for your trash to overflow within your area. If a vendor leaves behind an untidy space, you may be asked not to participate in future festivals.

TOWN OF CLOVER FESTIVAL CODES & REGULATIONS

All vendors will be inspected by the Town of Clover's Code Inspector and requirements must be met before they will be allowed to operate:

- All vendors are reminded that there must be a minimum of three (3) feet of clearance on both sides of fire hydrants for a total of not less than six (6) feet of clearance around all hydrants.
- Fire Code IFC 904.11.5 & 906 - all food vendors utilizing cooking equipment involving vegetable or animal oils shall be protected by a Class (K) rated portable extinguisher. All other vendors shall have a minimum of one 5 lb. ABC fire extinguisher. **NO EXCEPTIONS shall be made.**
- National Electric Code - Extension cords shall be free of taped up splices and in good condition. Cords shall be installed and/or protected so as to not be a tripping hazard to the public. All outdoor receptacles must be in a weather proof type box with cover and approved plug and cord connector.

FOOD VENDORS

All food vendors are required to stop cooking at 3:30 PM in order to prepare for 4:00 PM breakdown. Festival Staff/Volunteers will be walking around to remind food vendors of time. All food vendors who prepare on-site any item for consumption will be inspected by the Town of Clover's Code Inspector:

- Fire Code IFC 3003.10 - All gas cylinders shall be maintained in good order. No rusted tanks will be allowed to be used.
- Fire Code IFC 3003.3.3.3.3 - All gas cylinders in use or in storage shall be secured at all times to prevent them from falling or being knocked over. Also, cylinders must have an approved shut off valve.
- Fire Code IFC 38 - All gas lines shall be in good shape; cracked lines and any other non-conformity will not be allowed.
- Fire Code IFC 2404.2 - Any tent or temporary membrane structure over any cooking appliance shall meet NFPA 701 or be treated with a flame retardant chemical and shall have a minimum distance of 18" from any combustible material. All other vendors using vendor trailers for cooking must have an approved hood system venting to the outside.

In addition to the above Town of Clover Festival Codes & Regulations, all food vendors are required to comply with all provisions of South Carolina Department of Health & Environmental Control's Regulation 61-25: Retail Food Establishments, which are applicable to its operation. The health authority may augment such requirements when needed to ensure the service of safe food; may prohibit the sale of certain potentially hazardous food; and may modify specific requirements for physical facilities when in the opinion of the health authority no health hazard will result.



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SOUTH CAROLINA RETAIL LICENSE

South Carolina Department of Revenue requires every person who engages in business in the state of South Carolina as a retailer must obtain a retail license before making any sales. **THIS IS NOT THE SAME AS OBTAINING A ONE-DAY TOWN OF CLOVER BUSINESS LICENSE.** If you have more than one business outlet, you must have a separate retail license for each location. Under South Carolina Department of Revenue's categories, this festival is considered a RETAIL EVENT, which is festival for which an admissions fee is NOT required for entering the event. If you are operating at a Retail Event, you will be required to register for a retail license to collect and remit the South Carolina sales tax.

If you are an exempt organization devoted exclusively to public or charitable purposes (aka "nonprofits"), you are exempt from the sales tax and the retail license requirements. You may be required to complete and submit an Application for Sales Tax Exemption (Form ST-387). Nonprofit organizations coming within the exemption are:

- Public libraries and churches
- Charitable trusts and foundations
- The American Legion, the Veterans of Foreign Wars, the Disabled American Veterans, Fleet Reserve Association, and the Marine Corps League or any similar Veterans' Organization chartered by the Congress of the United States
- The Young Women's Christian Association (YWCA), Young Men's Christian Association (YMCA) and the Salvation Army
- The Boy Scouts of America and The Girl Scouts of America
- The South Carolina Association of Future Farmers of America
- Any fraternal society, corporation or association
- Any religious, charitable, educational, or literary society, corporation, or other association
- Volunteer fire departments and rescue squads
- All community owned recreation facilities opened to the general public and operated on a nonprofit basis
- All nonprofit or community theater companies, symphony orchestras, county and community arts councils and commissions and other such companies

It is the vendor's responsibility to withhold and remit all applicable state and federal taxes. For further information on this, please contact the South Carolina Department of Revenue at (803)896-1350 or email at TaxRegistration@dor.sc.gov.

Thank you for your interest in our Annual St. Patrick's Day Festival! Should you have any questions regarding the event, feel free to contact me at (803) 222-9493 x 235 or via email at agonzalez@cloversc.org.

Sincerely,

Amy Gonzalez

Special Events Coordinator, Town of Clover



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VENDOR APPLICATION

Deadline to submit vendor application: **Monday, February 24, 2020**

CONTACT INFORMATION (Please type or print legibly)

Name: _____ Business Name: _____

Address: _____ City, State & Zip: _____

Phone: _____ Email Address: _____

Facebook: _____ Website: _____

SC Retail License Number: _____

Town of Clover Business License Number: _____
(if applicable)

Describe your merchandise, craft or food items:

ELECTRICITY Yes No
If YES, what are your electrical needs? _____ amps _____ volts

DIMENSIONS (required): _____

- Non-Profit Vendor \$50.00 **EIN #** _____
- Commercial Business Vendor \$60.00
- TOC Business License \$15.00

- Arts & Crafts Vendor \$50.00
- Food Vendor \$90.00

NUMBER OF SPACES: _____

TOTAL: \$ _____

I hereby agree to indemnify, save and hold harmless the Town of Clover, its subsidiaries, agents, volunteers, sponsors, and/or any other persons or representatives from any and all liability arising out of or in any way relating to my participation in the St. Patrick's Day Festival on Saturday, March 14, 2020. The Town of Clover reserves the right to reject any application and refuse admittance to any persons or vendor which in our sole opinion is not keeping with the quality or safety of the festival. I also understand my failure to comply with the rules and regulations of the St. Patrick's Day Festival will terminate my right to continue to participate as a vendor in the St. Patrick's Day Festival. I hereby release all sponsors, promoters and officials of the Town of Clover, and the St. Patrick's Day Festival from any claims of injury or damages resulting from participation in this event. _____ (initials)

I have received a copy of the Town of Clover's Festivals Codes & Regulations _____ (initials)

South Carolina law requires vendors conducting sales in South Carolina to have a valid SC retail license, report and pay the applicable sales tax. _____ (initials)

Food vendors must comply with South Carolina's Department of Health and Environmental Control's Regulation 61-25 Retail Food Establishments. You are responsible for obtaining and reviewing a copy of SC DHEC's Regulation 61-25 Retail Food Establishments _____ (initials)

By signing below, the vendor agrees to abide by the rules and regulations set forth by the Town of Clover and assumes complete responsibility for installing, handling and staffing its space allocated during the St. Patrick's Day Festival.

PRINT NAME: _____

SIGNATURE: _____ DATE: _____

<u>FOR OFFICE USE ONLY</u>		APPROVED: <input type="checkbox"/> Yes <input type="checkbox"/> No
TOTAL DUE: \$ _____	RECEIVED \$ _____	Date _____ Received By _____
Form of Payment: <input type="checkbox"/> Cash <input type="checkbox"/> Credit Card <input type="checkbox"/> Check #: _____		
BALANCE: \$ _____	Date _____	Received By _____
Form of Payment: <input type="checkbox"/> Cash <input type="checkbox"/> Credit Card <input type="checkbox"/> Check #: _____		
		Space Number _____