

Please read through this vendor information letter before completing your application.

Clover's Food Truck Thursday is a family/friendly event providing our community a variety of food options not available on any given day! Taking place in Boyd's Tire and Appliances parking lot | 110 N. Main St, this event is open to the public to enjoy a night in our beautiful downtown area!

## **APPLICATION SUBMISSION**

Deadline to submit vendor application: ***7 days prior to your event date request***. Vendor is required to submit a complete Application Packet which includes completed application, full payment, two photographs of booth setup, list of items being offered and a copy of food menu and prices. **Applications will only be reviewed if properly filled out and all information above is provided.** If application is accepted, vendor will be notified.

## **REGISTRATION**

Vendor can register in person at the Clover Community Center, located at 120 Bethel Street in Clover, SC, or mail in a completed Application Packet to the attention of **Sam Green, 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 vendors not accepted will receive a full refund.

## **VENDOR FEES**

- Town of Clover 1-Day Business License: **\$15 Per Date**

This fee is required for any vendor who does not have a current Town of Clover Business License. Yearlong Town of Clover Business Licenses are available at Clover's Town Hall. This license is **not** related to the *South Carolina Retail License*.

## **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.

## **VENDOR SET-UP**

**Event will take place in Boyd's Tire and Appliances parking lot located at 110 N Main St. Clover, SC 29710.** Vendor set-up time is between 5:30 PM - 6:00 PM. Vendors are required to follow event layout for placement. Trash receptacles will be placed at vendors provided location throughout the event.

## **VENDOR BREAKDOWN**

All vendors are required to breakdown promptly at **9:00 PM**. ***NO VENDOR BREAKDOWN WILL BE ALLOWED BEFORE 9:00 PM, UNLESS AUTHORIZED BY EVENT COORDINATOR.*** Please break down your empty boxes and store these beside trash receptacles. If you notice throughout the event that your trash receptacles are full and/or overflowing, please flag down a Staff Member. 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.

## **FOOD VENDORS**

All food vendors are required to stop cooking at 8:30 PM in order to prepare for 9:00 PM breakdown. Festival Staff/Volunteers will be walking around to remind food vendors of time. All food vendors who prepare any on-site items 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.

## **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 weatherproof type of box with cover and approved plug and cord connector.

## **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 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 a 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 apply for Sales Tax Exemption (Form ST-387).

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](mailto:TaxRegistration@dor.sc.gov).

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Thank you for your interest in our Food Truck Thursday! Should you have any questions regarding the event, feel free to contact me at (803) 222-9493 x 235 or via email at [sgreen@cloversc.org](mailto:sgreen@cloversc.org).

Sincerely,

*Sam Green*

Special Events Coordinator, Town of Clover

**VENDOR APPLICATION**

**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 food items:  
\_\_\_\_\_

**DIMENSIONS (required):** \_\_\_\_\_

TOC 1-Day Business License \$15 per day  
Yearly License is available at Clover Town Hall if desired

TOTAL \$: \_\_\_\_\_

**DATES AVAILABLE:**  May 19  June 16  July 14  August 18

*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 Food Truck Friday. 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 Food Truck Thursday will terminate my right to continue to participate as a vendor. I hereby release all sponsors, promoters, and officials of the Town of Clover of 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)

**I hereby agree to provide 2 complementary Town of Clover staff meals during the event \_\_\_\_\_ (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 Food Truck Thursday.*

PRINT NAME: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

**FOR OFFICE USE ONLY**

**APPROVED:**  Yes  No

TOTAL DUE: \$ \_\_\_\_\_ RECEIVED \$ \_\_\_\_\_ Date \_\_\_\_\_ Received By \_\_\_\_\_

Form of Payment:  Cash  Credit Card  Check #: \_\_\_\_\_

BALANCE: \$ \_\_\_\_\_ Date \_\_\_\_\_ Received By \_\_\_\_\_

Form of Payment:  Cash  Credit Card  Check #: \_\_\_\_\_

Space Number \_\_\_\_\_