

# Hardeeville

**PARKS, RECREATION & TOURISM**

CRAFT VENDOR APPLICATION  
 RETURN APPLICATION ON OR BEFORE **September 10<sup>th</sup>, 2020**  
**FESTIVAL ON MAIN 2020**  
 EVENT DATES For Crafts:  
 SATURDAY September 26<sup>th</sup> 1PM-9PM  
 - RICHARD GRAY COMPLEX -  
 205 Main Street, Hardeeville SC 29927

Vendor Name: \_\_\_\_\_

Type of Service Provided (circle one only):      Sales/Crafts      Information/Free Service



Contact Person(s): \_\_\_\_\_



Mailing Address: \_\_\_\_\_  
 City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Day Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_  
 Email: \_\_\_\_\_ Website: \_\_\_\_\_

**REQUESTED BOOTH SPACE**

Sales vendors are required to pay \$35 which includes (1) one 10'x10' booth space; additional space can be purchased for \$35 for each additional 10'x10' space; limit two (2) booths per vendor. Utilities are not included and must be purchased separately first come first served, *limited spaces with electrical and water available*. Information/Service vendors are not charged and cannot sale any items from their booth. Please check the boxes below accordingly for your needs.

 10'x10'  (\$35 Single)  
 Water  (\$5 per space)

 10'x20'  (\$70 Double)  
 Electrical  (\$20 per space)

List all products selling or providing to the public: *Food/Beverage sales restricted to food vendors only; Informational/ Sales/Craft vendors may not sale any food items from their booths or solicit funds without paying the \$35 vendor fee.*


***I have read, understand and agree to the Festival on Main Responsibilities. (2<sup>nd</sup> Page)***

\*Print Name: \_\_\_\_\_ Please sign here: \_\_\_\_\_ Date: \_\_\_/\_\_\_/\_\_\_

The City of Hardeeville appreciates your *Non-Refundable Booth Space Fee*. Each space will consist of a 10'x10' space to set up. There will be no spillage allowed outside of your assigned lot. Electricity/water is limited and provided on a first come first served basis at an additional cost. Lots must be purchased in advance and will be limited. **Notice: BOOTH SPACES WILL BE FIRST COME FIRST SERVED.** In order to secure your booth space, your application and fee must be received in our office by 9/10/2020. Hardeeville PRT Department will reserve & assign your booth space. **Please make payments to: [City of Hardeeville](#) 205 Main Street, Hardeeville SC 29927 (MO, Cash and Credit accepted)**

<b>Office use only:</b>					
RECDESK Payment ID # _____	Receipt # _____	Date: _____			
Paid by (circle one)    Cash    Credit    Check # _____	\$Amount Paid _____	Staff Initial _____			

Please contact Jennifer Combs at (843) 784-2231 or email [jcombs@hardeevillesc.gov](mailto:jcombs@hardeevillesc.gov) for more information.

## *City of Hardeeville-Festival on Main 2020*

### *Vendor responsibilities*

Date: Saturday, September 26<sup>th</sup>, 2020

Operational Hours: 1:00 pm to 9:00 pm

Set up – 10AM-12PM (Sign in no later than 11AM, booth must be operational by 12PM for inspections).

-All food vendors are required to obtain any required SCDHEC permits for operation and adhere to SC rules and regulations for Special Events. Please contact Jasper Regional Offices for any questions.

<https://www.scdhec.gov/ea-regional-offices/jasper-regional-offices>

Lowcountry EA Beaufort  
104 Parker Drive  
Beaufort, SC 29906  
(843) 846-1030 (Office)  
(843) 846-0604 (fax)

-All warming devices must be UL listed.

-Each 10X10 space that has warming devices is required to have (1) 10lb. ABC dry chemical fire extinguisher that has been inspected and dated or (1) 25lb. C02 extinguisher. Fryers cannot be under tents and require Class K extinguisher.

-All booths must be compliant with Fire safety codes and regulations for the City of Hardeeville. If you have questions, call the City of Hardeeville Fire Marshall at (843) 473-9093. Booths are subject to Fire Marshall and SCDHEC Inspections.

-All booths must be completely operational by 12PM.

-All vehicles must be removed from the event area and parked in public parking area before 12PM. (Due to safety precautions, no vehicles will be allowed to move in or out of event area during the hours of 12PM to 9PM).

-Tear down: 9PM to 11PM– vendor booths must be dismantled and removed from the area no later than 11PM.

-All vendor booths must remain operational and staffed during the Festival Hours of Operation 1PM to 9PM

-Though security will be provided for this event, each vendor is responsible for their own booth/space security, risk of loss and damage, and theft. Upon signing this application, you agree to; not hold the City liable for damages for personal injuries, damages to personal properties, damages to your properties, or death of any person(s). You hereby indemnify and hold the City harmless from any and all claims, demands, judgments, losses, and expenses, including reasonable attorney's fees, arising out of or resulting from your activities of participation in the Festival on Main, its employees, agents, spectators, or officers.

-Vendors are responsible for cleaning their own booth space upon closing. Each space must be in a ("As you found it" condition when you vacate your booth space after the event). Booth Space must be garbage and debris free upon vacating your assigned space. **All gray water and cooking debris materials should be disposed in accordance with SCDHEC.**

-Vendors are responsible for bringing their own canopies, tables, and needed equipment. Canopy must be secured and capable of withstanding wind or changes in weather.

-Vendors are responsible for any taxes they may incur from profits of sales where applicable.

-Vendor is responsible for preparing for inclement weather conditions.

-There is **NO REFUND on booth spaces**. Upon signing your application, you're agreeing to terms of this agreement with the City of Hardeeville. We do not refund fees for failure to observe rules and regulations set forth by the City, SCDHEC guidelines, Fire Safety Codes, etc.

-You agree **not to sell or share** your booth space with any 3<sup>rd</sup> Parties.

-All Vendors will perform in a professional manner, and will be courteous to all event guests, participating vendors, and volunteers.

-The City of Hardeeville Staff, its agents, and security have the right to ask guests and vendors to leave at any time.

Please Sign Here: \_\_\_\_\_ Date: \_\_\_\_\_

Please contact Jennifer Combs at (843) 227-4089 or email [jcombs@hardeevillesc.gov](mailto:jcombs@hardeevillesc.gov) for more information.