



Children's Area Vendor Application

Application Deadline – February 24, 2012

Type of vendor:

<input type="checkbox"/>	Food & Drink - \$250	<input type="checkbox"/>	Arts & Craft - \$100	<input type="checkbox"/>	Information Only (no selling) - Free
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Business/Organization Name: _____

Contact Person Name: _____

Email Address: _____

Mailing Address: _____

City/State/Zip: _____

Telephone#: _____ Alternate #: _____

Do you need power? Yes No If yes, what wattage: _____

Description of items selling/exhibiting: _____

To Reserve Your Space:

Space reservations require payment in advance with signed application.

Checks and Money Order should be made payable to the Five Points Association

and mailed with application to:

St. Pat's Children's Area

Atten: Kim Mitchell

1932 Calhoun St

Columbia, SC 29201

We reserve the right to limit the number of vendors selling like products or services. Vendors request to reserve space will be approved on a first payment received basis.

Contact Person Name	Contact Person Signature	Date

Do Not Write Below This Line

Date Received: _____

Space #: _____

Rep's Initials: _____

St. Pat's Children's Area Exhibitor & Vendor Policies and Procedures

The City of Columbia requires all vendors including exhibitors and non-profit organizations, be required to comply with all State, County, and local codes and regulations. All **FOOD** vendors will be subject to inspection by DHEC and the City of Columbia Fire Marshal.

1. Application Process

- a. All applications must be complete, signed and returned by the deadline indicated and must include all fees.
- b. Rejection: If applicant is not accepted for participation, a notice explaining the reason for the rejection, and a refund of fees, will be mailed promptly.

2. On-site Sales and Unit Guidelines

a. Check-in and set-up procedures

Vendors may access the site and set up between 8:00 am and 10:00 am. All vehicles, trailers or other large objects must be removed from the site by 9:30 am. Only approved support and supply vehicles will be permitted to remain on the festival grounds. Vehicles may access the site after 6:30 pm, or when it is safe to do so.

b. Any participant who fails to arrive during the check-in time will be considered a "no show" and the space may be re-assigned. Fees will not be refunded.

c. Space Assignment: Participants are assigned a space with a corresponding identification number. Participants cannot sublet, assign, or donate their assigned space in whole or part, without permission of festival management.

d. Unit Operation and Sales: Unit must be staffed and operating during official festival hours. Participant will be allowed to sell or give away approved items only

e. Unit Size: Participants will be provided with a space approximately fourteen feet (14') frontage by eleven feet (11') deep (from front to back of the unit). Units will be located on grass. Your operation and signage must be contained within the designated space. Units should be designed for outdoor use and capable of withstanding the elements.

f. Signage: Participants are responsible for all signs. Signage must be contained within assigned space. **FOOD and AMUSEMENT VENDORS MUST HAVE SIGNAGE POSTED FOR ITEMS SOLD, AND COST.**

g. Clean up: Each participant must clean up his/her designated area during the day, with a final clean up at the end of each day. Finlay Park does not permit any type of grills or grease to be poured on the grounds. Trash receptacles will be on site and emptied throughout the day.

h. Taxes: Participants are responsible for SC sales tax, if applicable. It is the participants' responsibility to file the necessary forms with the SC Tax Commission. For tax information, call 803.737.4788

i. Safety: All participants must comply with all fire and safety guidelines, explained in the Special Event Guidelines provided by the City of Columbia Fire Department.

j. Food Sales: The sale of food or beverage products is strictly prohibited by arts, crafts, and exhibiting participants.

k. Non-Food Sales: The sale of non-food items is strictly prohibited by food and drink vendors.

l. Product/Service Exclusivity: No participant will be granted exclusivity of products, business or services.

m. Supplies: The City of Columbia, its agents, patrons, guests or sponsors, are not responsible for any supplies that may be required by participants, i.e. table skirts, table cloths, tents, etc. Patrons are encouraged to bring required necessities. **Exhibitors will receive one table and two chairs.**

n. Restricted sales/give-away items: the sale of the following items is strictly prohibited: **ALCOHOLIC BEVERAGES, OFFENSIVE, EXPLICIT ITEMS.**

3. FESTIVAL SERVICES

- a. **Electrical Service:** Electrical service is limited and not guaranteed, and must be requested at time of application. If vendor has power source – a generator – it must be fueled to operate the entire event. It is prohibited to refuel any generators once it is empty on site. ONLY LARGE

SELF-CONTAINED DIESEL POWERED GENERATORS ARE PERMITTED. **No small, portable generators are allowed,** as per COC Fire Marshal regulations.

4. GENERAL INFORMATION

- a. Liability:** Neither the City of Columbia nor any of their representatives, employees, agents, patrons, guest, or sponsors, shall be liable for any loss or damage to the property of any participants due to fire, robbery, accident, or other cause that may arrive from participant's use or occupancy of participants assigned space during the festival.
- b. Insurance:** All participants shall be responsible for liability insurance. A copy of your insurance must be submitted with application.
- c. Refunds:** No participant refunds will be made due to inclement weather. Space fees are refundable only if applicant is not accepted to participate.
- d. Removal:** Festival officials reserve the right to close down and remove any participant that is not adhering to festival policies and procedures, deemed obnoxious or performing activities not in keeping with festival tradition. **THIS INCLUDES SELLING OR GIVING AWAY ITEMS THAT HAVE NOT BEEN APPROVED BY THE CITY OF COLUMBIA TO SELL OR GIVE AWAY.**

APPLICATIONS WILL NOT BE PROCESSED WITHOUT ALL REQUESTED INFORMATION AND APPROPRIATE FEES.

THE CITY OF COLUMBIA RETAINS THE RIGHT TO DENY PARTICIPATION OF ANY VENDOR WHOSE SALES ITEMS DO NOT COMPLY WITH FESTIVAL CRITERIA OR PHILOSOPHY

For questions or more information, contact Kim Mitchell at 803.545.3117
or email at kcmitchell@columbiasc.net