



SCSF Arts, Crafts, Service & Non-Profit  
**VENDOR APPLICATION**  
**Town of Fort Mill**  
**15<sup>th</sup> Annual South Carolina Strawberry Festival**  
**Saturday, May 4, 2024 @ 10 AM-10 PM**

Thank you for your interest in being a vendor at our milestone 15<sup>th</sup> Annual SC Strawberry Festival! Here is information about this year's event. Please read all the details!

**FESTIVAL LOCATION** Walter Elisha Park 345 N. White Street Fort Mill, SC 29715

**CONTACTS**

**Vendor Coordinator**

Deana Griffin 839-214-5898

[dgriffin@fortmillsc.gov](mailto:dgriffin@fortmillsc.gov)

**SC Strawberry Festival Director**

Jacona Hester 803-487-5413

[jhester@fortmillsc.gov](mailto:jhester@fortmillsc.gov)

**VENDOR SET UP TIMES**

**DATE**

**SET UP TIME**

**EVENT TIMES**

**Friday, May 3**

**4 PM-8 PM**

**No event; only vendor set-up**

or

**Saturday, May 4**

**5 AM-7 AM**

**10 AM-10 PM FESTIVAL DAY**

Vendors are given the option to set up on Friday evening, May 3, 4 PM-8 PM, or Saturday morning, May 4, 5 AM-7 AM. No admittance after 7 AM. If you arrive after 7 AM, you will not be allowed to set up. Vehicles must be off festival grounds by 8 PM on Friday evening, May 3 and by 8:30 AM on Saturday, May 4.

Note: On Saturday, May 4, Festival Day, vendors are not allowed to leave until the event is over at 10 PM, when given instructions to do so. The Town reserves the right to restrict future participation to any vendor that doesn't follow the rules or breaks down early.

**COST**

**Along the Sidewalk Path**

**\$150.00**

**10' X 10' Space**

Note: Vendors who choose this option will be set up in the grassy area along the concrete walking path around the festival grounds.

**On The Grass**

**\$100.00**

**10' X 10' Space**

Note: Vendors who choose this option will be set up in one of several grassy areas around the festival grounds, but not along the path.

**VENDOR PLACEMENT**

Festival Committee has sole discretion of placement.

**APPLICATION DEADLINE**

**Friday, February 16, 2024**

**Submit:**

1. Completed Application
2. Picture of Set-up with Tent/Unit
3. Picture of Products -if you are selling anything or giving away items

Your application will not be accepted without all the information and pictures requested.

**DO NOT SEND PAYMENT with application!**

**Mail to:**

Town of Fort Mill  
Attn: SC Strawberry Festival-Vendor  
PO Box 159, Fort Mill, SC 29716

**Or Email to:**

[dgriffin@fortmillsc.gov](mailto:dgriffin@fortmillsc.gov)

**APPROVAL**

**Friday, March 1, 2024**

- Vendors will be contacted via email by this date if you are Approved or put on the Wait List. If you are put on the Wait List, you will be notified by April 15 if a space becomes available.
- If you are approved, payment, SCDOR Form & Certificate of Liability Insurance (COI) (minimum \$1,000,000 General Liability Insurance) are due by **Friday, March 22, 2024. All vendors must have insurance. If we do not receive payment, SCDOR Form and COI by this date, you will be removed from our Vendor List and we will pick another vendor on our Wait List.**

**Payment:**

Upon approval, make checks payable to: TOWN OF FORT MILL

**SCDOR:**

Vendors are responsible for registering with the South Carolina Department of Revenue (SCDOR). Retailers (anyone selling tangible goods) must complete a SCDOR-111. Non-profits selling tangible goods must register with the SCDOR for a tax exemption certificate.

**You must submit your SCDOR or Tax Exemption Certificate to us with your payment and COI by Friday, March 22, 2024.**

Web addresses to all forms can be found below:

**South Carolina Department of Revenue**

**Sales Tax**

P.O. Box 125

Columbia, SC 29214-0111

**Phone:** 803-898-5000

**Email:** [Salestax@dor.sc.gov](mailto:Salestax@dor.sc.gov)

**SCDOR-111:** <https://dor.sc.gov/>

**FORM 110:** <https://dor.sc.gov/tax/sales-and-use>

**Insurance:**

In the **Certificate Holder Section** of the **COI**,

The Town of Fort Mill & SC Strawberry Festival must both be listed. The COI must come directly from your insurance company to us and not from you. It can be mailed to the address below or emailed to [dgriffin@fortmillsc.gov](mailto:dgriffin@fortmillsc.gov)

**All Vendors must have insurance!**

**Mail to:**

Town of Fort Mill

Attn: SC Strawberry Festival-Vendors

PO Box 159, Fort Mill, SC 29716

## **ARTS, CRAFTS, SERVICE & NON-PROFIT VENDOR RULES & REGULATIONS**

### **DEFINITIONS OF VENDORS**

#### **1. Who are Arts & Crafts Vendors?**

- 90% of your product must be hand-made by YOU, the vendor.
- Items cannot be imported by another group and sold by you as an Art or Craft.
- “Artists” and “Craftsmen” refers to skilled individuals who create and assemble products, which they sell at Arts and Craft shows or festivals.

#### **2. Who are Service Vendors?**

- Service provision is often an economic activity where the buyer does not generally obtain exclusive ownership of the thing purchased. This includes non-tangible items such as: Face painting, Henna painting, Hair braiding, etc.

#### **3. Who are Non-Profit Vendors?**

- 100% of product must be donated to the non-profit.
- Tax Exemption Number must be placed on Vendor Application.

### **BOOTH REQUIREMENTS**

- Booths **MUST** be decorated with a “Strawberry Theme.”
- If you are not selling or giving away items, you **must have** an activity to engage the public such as a game, spinning wheel, etc. Booths will not be allowed to only hand out information.
- Vendors are **NOT ALLOWED** to give out any “throwing items” such as balls, airplanes, etc.
- Booths **MUST** always be open and staffed during festival hours. Booths found unoccupied for significant time during the festival will not be asked to the festival again.
- Only items listed on/attached to application are allowed to be sold.
- **ANY** food item meant for immediate consumption means your booth classifies as a Food/Concessions Vendor (such as: cupcakes, coffees, popcorn, cotton candy, etc). Please use SC Strawberry Festival Food Vendor Application.
- Pre-packaged home items are considered as part of Arts & Crafts such as jellies and salsas. Samples of these items are allowed.
- Business may only be conducted inside or directly in front of your space. No solicitation of your items in areas away from your booth is allowed.
- **BOOTH SHARING** is **NOT ALLOWED**.

### **CASH HANDLING AT BOOTHS**

- All Vendors must bring their own change.
- All Vendors are responsible for handling their own currency and securing their cash box.
- Upon request, the Fort Mill Police Department **may** be available to escort you to your vehicle.

## **BUSINESS LICENSE**

A Temporary Town of Fort Mill Business License is included in your Vendor Application Fee. You will not be given a hard copy and you DO NOT need to contact the Town of Fort Mill regarding this.

## **VENDOR CONDUCT**

All vendors are expected to conduct themselves in a professional and courteous manner when interacting with festival goers, fellow vendors, and the festival committee. Aggressive and inappropriate conduct and/or any physical contact with the above persons will result in immediate removal from the festival grounds by the Fort Mill Police Department.

## **POWER GENERATORS/OTHER POWER SOURCES**

- You must supply your own generator or other power source. See application for cost. You must note your power source on the application.
- Battery powered is preferred.
- All vendors operating a generator MUST use a quiet generator (30' parameter < 80 dB) which must be capable of running up to 5 hours without refueling.
- Any noncompliant loud generators WILL be turned off.
- You must add stakes and caution tape around generators or other power sources.
- Refueling is not allowed during festival hours without the supervision of the Fort Mill Fire Department. You will be given a phone number prior to the festival for calling the FMFD to refuel.
- If using a generator or other power source, please refer to the attached FESTIVAL FIRE SAFETY REQUIREMENTS contained in this packet.

## **OTHER RULES & REGULATIONS**

- No ON-DAY vendor acceptance
- NO Pets (Except Service Animals)
- NO Bicycles
- NO Motorized Vehicles, including private golf carts
- NO Outside Food and Beverages
- NO Weapons
- The South Carolina Strawberry Festival is designed mainly for entertainment purposes for both the residents of Fort Mill and visitors. Political organizations, parties, groups and candidates are not allowed to participate in any of the festival's week of events as a sponsor or vendor. In addition, we do not allow soliciting of any kind during the week of events.
- The Town reserves the right to restrict future participation to any vendor that doesn't follow the rules and regulations for the festival.

## **ARTS, CRAFTS, SERVICE & NON-PROFIT VENDOR SET-UP & DEPARTURE INFORMATION**

### **ARRIVAL**

- 1. Check-in:** You will receive a vendor packet that includes parking instructions with one vehicle parking pass, one trash bag, vendor # placard, and an ID during load in. Command Center number is on ID. Call Command Center for emergencies only. You will also be given a phone number to call for any non-emergency issues during the festival. You will need to hang your vendor # placard on the right front tent pole or window/side of your entry.
- 2. Load in:** You are given two options for setting up, Friday, May 3, 4 PM-8 PM or Saturday, May 4 from 5 AM-7 AM. Entry will not be allowed after 7 AM on Saturday, May 4. **If you arrive late, you will not be allowed to participate in the festival.**
- 3. Parking:** Directions and one parking pass will be in vendor packet.
- 4.** All vehicles must be removed from festival grounds by 8 PM on Friday, May 3 and 8:30 AM on Saturday, May 4.
- 5. Inspection:** Please be prepared for inspection after set-up is complete on Saturday, May 4, between 7 AM-10 AM. If you complete your set-up on Friday, May 3, inspection may take place at that time as well.

### **SET-UP REQUIREMENTS**

Inspections will take place between 7 AM-10 AM on Saturday, May 4, 2024. Tents, generators, power sources and general set up will be inspected. Vendors will not be allowed to participate in the festival unless inspection is passed. Vendors will be dismissed from the festival at any time for safety violations.

- **TENTS:** A solid color 10'x 10' tent is required. White or Red canopies are preferred. Please be aware that portions of the event site are on grass or asphalt pavement and may not be completely level. Per Town of Fort Mill Fire Marshal, all tents must be weighted down. Tent weights must be used to withstand all types of weather.
- **TABLES/CHAIRS:** Please provide your own tables, chairs, and any other items necessary to make your area comfortable. All items must fit inside your tent.
- **POWER:** The festival does not provide power.
- **LIGHTING:** Battery powered lighting is preferred.
- **GENERATORS/OTHER POWER SOURCES:**
  - You must supply your own generator or other power source. Please see application for cost.
  - You must add stakes and caution tape around generators or power sources.
  - BE PREPARED for inspection of generator or power source guidelines which can be found in this application.

### **TRASH**

Vendors will receive one trash bag in their vendor packet to use during their time at the festival. Please take any items with you that do not fit in the trash bag. Leave this trash bag in the center of your space when you leave. Public Works will pick up at end of festival. Please do not use trash containers on the street or on the sidewalks or any other part of the festival grounds.

## **DEPARTURE**

- 1. Pack:** Pack your site in boxes and containers. Clean your area.
- 2. Bring Car:** Once the Fort Mill Police Department has deemed the area safe for pedestrians, the festival grounds will open for vehicles.
- 3. Load:** Load your vehicle. Please do not pack while loading.
- 4. Departure:** Place trash bag, given by the festival, in the middle of your site for pick up. Items not fitting into given trash bag must be taken by vendor. Do not leave un-bagged boxes, trash, etc.

**Note:** If you try to load-out before you have been given instructions to do so, you will not be allowed to participate in the festival again.

## **SURVEILLANCE**

The Fort Mill Police Department shift officers will provide some security at the festival site during the overnight hours between 8 PM on Friday and 5 AM on Saturday. But Vendors are responsible for ensuring the safety and security of their goods and valuables.

## **PARKING**

During check-in, you will receive your Vendor Packet which will contain one parking pass per vendor space.

## **MAPS**

Maps will be emailed to all Vendors the week before the festival.

## **MOST IMPORTANT...**

Have fun! If you have any questions, please do not hesitate to contact us.

## **SC STRAWBERRY FESTIVAL COORDINATORS**

### **SC STRAWBERRY FESTIVAL DIRECTOR**

Jacona Hester            803-487-5413            [jhester@fortmillsc.gov](mailto:jhester@fortmillsc.gov)

### **SC STRAWBERRY FESTIVAL VENDOR COORDINATOR**

Deana Griffin            839-214-5898            [dgriffin@fortmillsc.gov](mailto:dgriffin@fortmillsc.gov)

### **FORT MILL FIRE MARSHAL**

Eric Werner            803-981-3051            [ewerner@fortmillsc.gov](mailto:ewerner@fortmillsc.gov)

### **FORT MILL DEPUTY FIRE MARSHAL**

Simril Kelly            803-833-2209            [skelly@fortmillsc.gov](mailto:skelly@fortmillsc.gov)

### **TO PURCHASE STRAWBERRIES**

Ron Edwards            803-371-6044            [ron@springsfarm.com](mailto:ron@springsfarm.com)



SCSF Arts, Crafts, Service, Non-Profits

**VENDOR APPLICATION**

**Town of Fort Mill**

**15<sup>th</sup> Annual South Carolina Strawberry Festival  
Saturday, May 4, 2024 @ 10 AM-10 PM**

**Application Deadline: Friday, February 16, 2024**

**Please print legibly!**

Vendor Applicant Information				
Vendor Name:				
Contact Name:				
Street Address:				
City:		State:		Zip:
Cell Phone:	( ) -	Email:		
Tax Exemption ID # (Non-Profits):				
SC Retail License # (For Profits):				
Website (If Applicable):				
Are you a returning vendor? Please list years of participation.				

Vendor Space Information				
Vendor Details	Complete in full!			
Vendor Type	Are you a trailer, vehicle, or tent vendor? List type here: _____			
Window	If you are a trailer or vehicle, what side is your serving window/entrance/exit on? (passenger/drivers' side) _____			
Length	If you are a trailer or vehicle, what is the total length of your trailer/vehicle from tongue to tail? _____			
Generator/ other Power Source	List your specific type of power source here: _____			
Space Request	Description	Fee / Space	# Spaces	Total
Along The Sidewalk Path	10' x 10' space (includes Town of Fort Mill Temporary Business License)	\$150.00		\$
On The Grass	10' x 10' space (includes Town of Fort Mill Temporary Business License)	\$100.00		\$
Generator/ other Power Source	There is a \$30 fee for generators or any other power source that you supply.	\$30.00		\$
			<b>TOTAL</b>	\$

All spaces are in good locations. "Along the Sidewalk Path" means the vendor space is located in the grass along a concrete walking path that runs around the festival grounds.

"On the Grass" means the vendor space is located in a grass section on the festival grounds.



## Submit With Application

1. Completed Application
2. Picture of Set-up with Tent/Trailer/Vehicle.
3. Picture of Products -if you are selling anything or giving away items

Your application will not be accepted without all the information and pictures requested.  
**DO NOT SEND PAYMENT with application!**

List products and/or services you want to sell/display at the festival. If you are a non-profit, please list what items/information you wish to sell/display at the festival.

## Acknowledgement

I understand the Town of Fort Mill and the SC Strawberry Festival Committee (hereafter "festival organizers") reserve the right to reject any application. I also understand that I am responsible for reading and adhering to the vendor rules and regulations as established by the festival organizers, as well as any applicable local, state, and federal laws and regulations. I hereby release all sponsors, promoters, and festival organizers from any and all claims of sickness, injury or damages resulting from my participation in this event. I further understand that there will be **no refunds in the event of cancellation due to any reasons**. By signing below, I agree to consider this application a commitment to abide by the rules and regulations set forth by the festival organizers. I understand that only items included in this application and approved by the festival organizers may be sold and/or given away during the SC Strawberry Festival. I also consent to the Town of Fort Mill utilizing my photograph, image, and/or sound in promotional materials, including print, broadcast, and online media.

I have read and will adhere to the SC Strawberry Festival Vendor Rules & Regulations. \_\_\_\_\_ (Initial here)

Signature:

Date:

Submission of application does not guarantee acceptance. All Vendors will be contacted via email by Friday, March 1, 2024, if you are Approved or put on the Wait List.

### **TO APPLY:**

**EMAIL:** [dgriffin@fortmillsc.gov](mailto:dgriffin@fortmillsc.gov)  
Vendor Coordinator, Deana Griffin

### **OR MAIL TO:**

Town of Fort Mill  
Attn: SC Strawberry Festival Vendors  
PO Box 159, Fort Mill, SC 29716



## TOWN OF FORT MILL FIRE MARSHALS OFFICE

### FORT MILL FESTIVAL FIRE SAFETY REQUIREMENTS

Below are the approved safety requirements for the operation of generators within the Town of Fort Mill. If you have any questions, comments, or issues with the below safety requirements, contact the Fort Mill Fire Marshal's Office at (803) 547-5511.

#### PRIOR TO OPERATING:

Fire Inspectors from the Fort Mill Fire Department Fire Marshal's Office will be performing a Fire Inspection prior to opening of any vendor operation. Failure to pass the inspection can disqualify your participation in the festival. This guide is a general list and does not anticipate every possible situation or requirement.

#### TENTS, COOKING AND NON-COOKING:

- All tents shall be **inspected** by the Fort Mill Fire Marshal's Office before occupancy is permitted.
- All tents shall be adequately roped, braced and anchored to withstand the elements of weather and prevent against collapsing. Weights must be used.
- Open flame or other devices emitting flame, fire or heat or any flammable or combustible liquids, gas, charcoal or other cooking device or any other unapproved devices shall not be permitted inside of a tent or membrane structures while open to the public unless approved by the fire code official.
- Cooking tents shall be flame resistant, with the attached certificate of acceptance label.
- A separation distance of five (5) feet is required between cooking tents.
  - o Outdoor cooking that produces sparks or grease-laden vapors shall not be performed under a tent or membrane structure.
  - o Portable Liquid Petroleum (LP) gas containers with a capacity of 500 gallons or less shall have a minimum separation between the container and structure not less than ten (10) feet.
  - o Portable Liquid Petroleum (LP) gas containers, piping, valves and fittings that are located outside and are being used to fuel equipment inside a tent or membrane structure shall be adequately protected to prevent tampering, damage by vehicles, or other hazards and shall be located in an approved location.
  - o Portable Liquid Petroleum (LP) containers shall be securely fastened in place to prevent unauthorized movement.
- No flammable or combustible liquid storage is permitted in a tent or membrane structure.
  - o Refueling shall be performed in an approved location not less than ten (10) feet from tents or membrane structures.
  - o Refueling shall be performed with approval of the Fire Marshal, or their designee, and all refueling operations shall be witnessed by the Fire Marshal, or their designee.
  - o Any fuel spills shall be reported immediately to the Fire Marshal, or their designee, and cleanup of the fuel spill shall be the responsibility of the fueling vendor.
- Smoking shall not be permitted in any tents or membrane structures, trailers or booths. "No smoking" signs shall be conspicuously posted.

#### GENERATOR REQUIREMENTS:

- Generators and other internal combustion power sources shall be separated from tents or membrane structures by not less than ten (10) feet and shall be isolated from contact with the public by fencing enclosures or other approved means not less than 3 feet away from the away from the internal combustion source.
  - o Generators must be located 20 feet from tents.

- o Refueling shall be performed in an approved location not less than ten (10) feet from tents or membrane structures.
- o Refueling shall be performed with approval of the Fire Marshal, or their designee, and all refueling operations shall be witnessed by the Fire Marshal, or their designee.
- o Any fuel spills shall be reported to the Fire Marshal, or their designee, and cleanup of the fuel spill shall be the responsibility of the fueling vendor.

#### **ELECTRICAL POWER:**

- Electrical cords shall be compatible with the anticipated load (minimum 12awg is required), be UL rated for outdoor and wet location, they shall be in good condition, be secured and protected to prevent any trip hazards, not be placed in the public's traffic paths, and shall be provided by the vendors.
- No multi-plug outlets will be allowed. Power strips shall be surge protected with a breaker reset and have a UL rating.
- LED lighting with a battery is preferred.

#### **DEEP FAT FRYING AND OPEN FLAME COOKING:**

- Deep fat frying or open flame cooking operations shall not be permitted inside a tent or structure while open to the public and an area not subject to overhead contamination, such as trees, leaves, etc.
- The deep fry and open flame cooking shall be isolated from contact with the public by approved means.
- There shall be at least three (3) feet clearance between deep fat frying and charcoal cooking.
- Vendors shall be responsible for the proper and legal disposal of grease used for cooking operations.

#### **CHARCOAL COOKING:**

- Charcoal cooking operations shall not be permitted inside a tent or structure while open to the public and an area not subject to overhead contamination, such as trees, leaves, etc.
- Fuel and lighter fluid storage is prohibited inside any tent or booth.
- Cooking units shall be secured from falling and isolated from contact with the public by approved means.
- Cooking coals being removed shall be done so in an approved metal container and emptied nightly.

#### **FIRE EXTINGUISHERS:**

- All tents and booths shall be equipped with a fire extinguisher with a minimum rating of 2A:20 ABC or two (2) 2A:10 ABC and they shall be accessible at all times.
- All cooking tents and booths with deep fat frying operations shall be equipped with an extinguisher rated for Class "K" fires and accessible at all times.
- Each generator shall be equipped with a fire extinguisher with a minimum rating of 2A:20 ABC and shall be located near the generator and accessible at all times.
- All required fire extinguishers shall be properly serviced and tagged by a qualified service company within the past year.
- All fire extinguishers must be tagged by a fire protection company and inspected by the Fire Marshal's Office before Festival starting. NOTE: If you do not bring a serviced Fire Extinguisher to the event you will be prohibited from participating in the event.