



14th Annual Little River ShrimpFest
PO Box 400
Little River, SC 29566



www.LittleRiverShrimpFest.org
843-249-6604 | Info@LittleRiverChamber.org

Welcome Vendors!

The 14th Annual Little River ShrimpFest will be held on Saturday **October 13th** from 9 a.m. to 5 p.m. and Sunday **October 14th** from 9 a.m. to 5 p.m. This two-day, rain-or-shine event is the fastest growing festival in the area. Along the **Little River Waterfront** (4460 Minneola Ave, Little River, SC 29566) approximately 175 vendors will showcase their talents, information, and food. Enjoy live entertainment, a children's area, fine art and craft vendors, specialty foods, seafood, and more.

To be considered as a vendor at this old-fashioned, southern street festival, please complete the enclosed application no later than October 1, 2018. The fee for your vendor booth is good for one 10' x 10' space for both days of the festival and two worker passes. When applying, be sure to utilize the following checklist to ensure that your application is complete. Please read the enclosed rules and regulations thoroughly as they have changed.

For more information, contact the Little River Chamber of Commerce via email at info@littleriverchamber.org or by phone at 843-249-6604; or you may contact Hubert Bullard, Festival Director, at 843-249-6604 ext. 2 or at ShrimpFestVendors@LittleRiverChamber.org. We look forward to hearing from you!

Checklist:

1. _____ Application for participation in the 2018 *Little River ShrimpFest* as an has been completed with applicable fee totaled and is legible
2. _____ Appropriate payment or credit card number is included (Applications will not be processed until payment in full has been received)
3. _____ Signed Hold Harmless Agreement
4. _____ Certificate of Insurance, *if applicable*
5. _____ Photos of booth and merchandise (or equivalent)



VENDOR RULES AND REGULATIONS

14th Annual Little River ShrimpFest

The festival is to be held on the Little River Waterfront (4496 Minneola Ave., Little River, SC 29566) on October 13 & 14, 2018. Hours are 9 a.m. – 5 p.m. on Saturday and from 9 a.m. – 5 p.m. on Sunday.

1. **ELIGIBILITY:** Booth space is available to craftsmen and artists; business owners, commercial vendors, community service organizations and food vendors. Sharing of space is not allowed. Only the business or organization listed on the application will be permitted to operate in the assigned space. All exhibits will be reviewed for compliance and the Little River ShrimpFest committee reserves the right to reject any item or vendor for any reason. The decision by the festival committee is final. Demonstrations of craft are encouraged.
2. **BOOTH SPACES:** Arts & Crafts, Business or Community Service Organizations are 10' X 10' and should be covered by a tent or awning. No flat top tarps will be permitted. Booths should be appropriately weighted. The fee for each booth space is good for both days of the festival and includes two worker passes. Additional worker passes can be purchased for \$5 each. The Little River ShrimpFest is an outdoor event with vendor spaces on asphalt, gravel or grass.
 - a. Space rent for **Art & Craft** Vendors is \$150 for one 10' X 10' booth. One additional booth may be purchased for \$150. Crafters are defined as vendors whose crafts are handmade by the vendor.
 - b. Space rent for **Business** Vendors is \$500 for one 10' X 10' booth. One additional booth may be purchased for \$500. Business Vendors are defined as those who promote their professional business, such as chiropractors, furniture stores, financial services, etc.
 - c. Space rent for **Commercial** Vendors is \$300 for one 10' X 10' booth. One additional booth may be purchased for \$300. Commercial vendors are defined as a home based business and/or those who re-sell their wares.
 - d. Space rent for **Community Service Organizations** is \$100 for one 10' X 10' booth. Additional booths may be purchased for \$100 per 10' X 10'space. Limit (2) spaces total per organization. Community Service Organizations are defined as non-profit/civic organizations who rely on fundraising to operate. Proof of 501c3 status required.
 - e. **Food** vendor space is sold by the foot at a rate of \$40 per foot, with a 10' x 10' minimum (\$425 includes required trash fee of \$25.00) and must comply with enclosures as noted above as well as Dept. of Health and Environmental Control regarding food preparation & sanitation.
 - f. Food vendors will be permitted to sell only the items listed on the application and approved by the festival committee.
3. **BUSINESS** must be maintained within the designated booth space. Vendors and their representatives must stay within their booth space while working during the festival. Your entire display must fit within your assigned space.
 - a. We want every vendor be successful at this event. To ensure this, we strive for a variety of vendors and will limit the number of vendors selling similar items. To help secure a spot, you are encouraged to apply as soon as possible.
4. **PICTURES:** All applications must include 2-4 clear photos of your booth, wares, food, menu, and/or crafts. Flea market items will not be accepted. We will retain all photos.
5. **ACCEPTANCE:** Application deadline is October 1, 2018. All vendors are subject to approval by festival committee/management. Should a vendor *not* be accepted, all fees will be promptly returned. Acceptance by the Little River ShrimpFest committee is a commitment to participate in the festival and there will be no refunds. Vendors will be notified by email when accepted.
6. **ELECTRICITY** is limited and is available on a first-come, first-serve basis. The fee for electricity is \$25 for 110v/20 amps or \$100.00 for 30+ amps/220V. We recommend that you bring at least a 50 foot drop cord to access electricity.
7. **SOUTH CAROLINA SALES TAX** is the responsibility of each vendor and should be collected and paid by that vendor. The South Carolina Department of Revenue will require a sales tax number when visiting the festival. Forms can be obtained either by calling the SC Department of Revenue at 846-492-2023 or online at www.sctax.org
8. **FOOD & BEVERAGE:** Only Food Vendors will be allowed to sell food and beverages. Other vendors are not allowed to distribute, accept donations for or sell food or beverages, including water or soda. Legible menus with prices must be clearly posted at all times. Ice will be available for purchase onsite.
 - a. **SEAFOOD:** No seafood dishes are to be sold to by outside vendors. These items have been

reserved for sale by local restaurants.

9. VENDOR SETUP/CHECK-IN will begin at 6 a.m. on Saturday morning. Check-in will close at 8 a.m. on Saturday morning. Any vendor not checked in by 8 a.m. will not be admitted to the festival. No refunds. All vehicles must be removed from the festival grounds by 8 a.m. on both days.
 - a. Limited vendors with large equipment and/or trucks will be allowed to setup on Friday, Oct. 12th. If you need to setup on Friday, note it in the request section on the application.
10. SATURDAY - Booths **must** remain open until 5 p.m. Violators will forfeit their right to future participation in Little River Chamber of Commerce sponsored events and festivals. Vehicles will not be permitted into festival grounds. You *may* leave your tent and other large items in your booth space, however, we advise you take your valuables with you. There will be limited security at all times, but **neither the chamber nor the festival will be held responsible for lost or stolen goods** (see Hold Harmless Waiver).
11. SUNDAY – The festival will reopen on Sunday, Oct. 15th at 9 a.m. While there is no check-in on Sunday, all vendors should be ready for business at 9 a.m. Vendor break-down on begins on Sunday at 5 p.m. – **no earlier**. Vehicles will NOT be permitted into the festival area until pedestrian safety is determined by Horry County Police. Vendor vehicles will not be allowed into the festival area until your booth has been cleared by security (booth has been broken down and is ready for loading) and receipt of a vehicle pass from security. All vendors must be removed from the festival area by 12:00 midnight. Violators will forfeit their right to future participation in Little River Chamber of Commerce events and festivals.
12. VENDOR PARKING: There will be a limited amount of reserved vendor parking, available on a first-come, first-served basis. There will be no charge for vendor parking. Please be assured that early arrivals will have no problems with vendor parking. Many organizations, businesses, and individuals in the area provide paid parking close to the festival, but a list of festival-provided parking with free shuttle service is available at littleriverchamber.org. Vendors that need to access their vehicle throughout the day, or staff that will not be present the entire day, should preplan their parking location before the festival grounds close traffic at 8 a.m. Vendors will receive a festival map in their vendor packets to aid this.
13. SECURITY: Festival management is not responsible for vendor products or booths. There will be, however, private and off-duty law enforcement security on the grounds from Saturday morning through Sunday evening.
14. CLEAN-UP: Each vendor is responsible for their own trash and must remove such trash to dumpsters the festival provides. After the festival closes on Sunday, the vendor's area must be cleaned and all trash removed from the site. Vendors should NOT dump ice, water or other liquids in the roadways/festival foot print. Any vendor that dumps their grease or grey water down a storm drain, on the ground, or in a portable rest room will NOT be invited back. Please ask festival staff about the proper place for your waste. Food vendors have a mandatory \$25 trash clean up fee.
15. GATE PASSES: Each vendor will be provided with two (2) worker passes at no charge. Passes for additional workers are available for \$5.00 per pass.
16. LIABILITY: Vendor is responsible for insuring his/her own exhibit, personnel, display, and materials from any damage or loss through theft, fire, accident, or other cause. It is expressly understood and agreed by the vendor that he/she will make no claim of any kind against the Little River ShrimpFest or the Little River Chamber of Commerce for loss, damage, theft, or destruction of goods or exhibit; nor, for any injury that may occur to himself or his employees during the festival of any nature. All vendors **MUST** sign and complete the Hold Harmless Agreement. Some vendors may also be requested to provide a Certificate of Insurance, for example: Food Vendors, amusements, and approved vendors with animals.
17. PETS or other animals are not permitted in the Little River ShrimpFest – this includes pets in vendor booths. The Board of Directors will make some exceptions for vendors that deal explicitly with animals, such as Canine Angels, Big Paws, etc. To request approval, please make a note of it on the “Special Requests” section of the application. Any vendors approved to bring animals in their booth space will also be required to provide a Certificate of Insurance.
18. We try to honor special requests, but cannot always accommodate.
19. NO REFUNDS – festival is held rain or shine.

More information can be obtained by contacting Hubert Bullard, Festival Director, at 843-249-6604 ext. 2 or at ShrimpFestVendors@LittleRiverChamber.org. During festival hours, please ask festival staff for assistance or visit the striped Souvenir Tent on the corner of Mineola and Riverside for guidance.

Food Vendors Only

Memo

To: 2018 Little River ShrimpFest Food Vendors

1. **ALL** vendors will be required to have a hand washing set-up which will include a container with a spout to hold clean water, a catch bucket for discarded water, and soap and paper towels. All vendors are required to have this set-up even if gloves are being used. **No one will be exempt.**
2. **All** vendors will also be required to have a product thermometer that registers 0 degrees to 220 degrees F for temping cold, hot and cooked foods. All foods, including ice and water, must be obtained from sources approved or considered satisfactory by the health authority. Liquid waste, which is not discharged into a sewerage system approved by the health authority, shall be kept in a closed container and discharged into an approved public sewerage system or an approved septic tank system.
3. **All** vendors will be required to set up a tent over food prepping, cooking, and serving areas unless operating in a concession trailer. No food is to be displayed from the front of the booth unless adequate sneeze guards are provided.
4. Food vendors cooking with oils or animal fats will be required to have a Class K and BC Fire extinguishers.
5. **All** Food vendors are required to have a non-porous ground covering under their tent to prevent oil or grease from covering or reaching the ground or asphalt.
6. **All** Food vendors must pay the required \$25.00 trash fee which is included in the minimum space fee. Trash pickup and recycling will be provided by the festival.



VENDOR APPLICATION
 14th Annual Little River ShrimpFest
2018 Dates: Saturday, Oct. 13th 9 AM – 5 PM
 AND Sunday, Oct. 14th 9 AM – 5 PM
Location: Little River Waterfront

Office Use Only:	
Rec'd:	_____
Spaces:	_____ Elec: _____ Passes: _____
CM:	_____ QB: _____
Pmt Rec'd:	_____ HH/COI: _____
Check #/CC:	_____
Notes:	_____

Name of Vendor/Business _____

Contact Person _____ Email: _____

Mailing Address _____
 (Street Address) (City & State) (Zip)

Telephone: Home _____ Work _____ Cell _____

Description of wares, information or menu: _____

Price Range of Items: _____

Special Requests: _____

TERMS: I hereby agree to abide by the rules and regulations set for by the Little River ShrimpFest Committee and/or the Little River, SC Chamber of Commerce, with any other regulations that may be established. **I understand and agree that there will be no refunds and the decisions of the Festival Committee are final.** Further, I hereby release and forever discharge the Little River ShrimpFest and/or the Little River Chamber of Commerce of Little River, South Carolina and their agents and representatives, from any responsibility, personal liability, loss, claims or damage arising out of or in connection with this festival. Finally, I agree to abide by and accept all the rules and regulations that accompany this application that now become part of the application.

Signature of Applicant _____

Date _____

	Art & Craft	Commercial	Business	Community Organization	Food
Space (limit 2)	_____ x \$150	_____ x \$300	_____ x \$500	_____ x \$100	10 feet = \$425
Electricity Up to 20 amps	_____ x \$25	_____ x \$25	_____ x \$25	_____ x \$25	_____ x \$25
Electricity 20+ amps/220V	_____ x \$100	_____ x \$100	_____ x \$100	_____ x \$100	_____ x \$100
Extra Worker Passes	_____ x \$5	_____ x \$5	_____ x \$5	_____ x \$5	_____ x \$5
Total (Fill out appropriate column)	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____

Accepted forms of payment: American Express, MasterCard, Visa & Discover Credit cards (a \$10.00 fee will apply for payment processing), Checks payable to Little River Chamber of Commerce, or cash (in-person).

CC# _____ EXP. Date _____ CV# _____

Name on Card: _____ Billing Zip Code _____

MAIL APPLICATION WITH APPROPRIATE FEE (payable to Little River Chamber of Commerce) TO:

Little River Chamber of Commerce
PO Box 400
Little River, SC 29566

For questions or more information, please contact the Little River Chamber of Commerce or Hubert Bullard, Festival Director at 843-249-6604.



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Hold Harmless Agreement Little River Chamber of Commerce Festivals

The festivals sponsored by the Little River Chamber of Commerce are outdoor events with vendor spaces on asphalt, gravel or grass.

HOLD HARMLESS AGREEMENT: I have read all rules carefully and agree to abide by them. I _____, of _____
(PRINT) (PRINT)

agree to hold harmless the Little River ShrimpFest and the Little River Chamber of Commerce, its members, affiliates, associates, tenants, and committee members thereof, from any claim including, but not limited to injury to person, damage to property, loss by fire theft or any other cause, nor will I/we be a party to any law suit. This is a legal and binding hold harmless agreement.

Signature: _____ Date: _____

Vendor Name: _____

Date Received: _____
(for office use)