

# TOWN OF PAMPLICO

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Mayor Protempore

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Council Members

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Pamela M. Turner

## Memorandum

Date: March 1, 2018

To: Arts & Crafts Vendors for Fourteenth Annual Pamplico Cypress Festival

From: Cypress Festival Committee

Subject: October 5<sup>th</sup> & 6<sup>th</sup> - Fourteenth Annual Pamplico Cypress Festival

The *Fourteenth Annual Pamplico Cypress Festival* is scheduled for Friday and Saturday, October 5 & 6, 2018 on Main Street, Pamplico, South Carolina. Friday, October 5th we will begin at 6:00 p.m. and close at 12:00 p.m. Saturday, October 6<sup>th</sup> will be open at 10:00 a.m. and close at 6:00 p.m. Enclosed are **Arts & Crafts Vendor Application** and **Vendor Rules and Regulations**. Please return your application no later than September 1, 2018 as spaces are limited.

We appreciate your participation in last year's Festival, and look forward to having you with us this year. The festival location is in the downtown area and is expected to result in great attendance. We will again provide a variety of entertainment for all ages. We continue to be committed to growing the festival, and appreciate your past support.

We look forward to receiving your application by September 1, 2018 and to see you at the *2018 Fourteenth Annual Pamplico Cypress Festival*. If you have questions, please contact PAM TURNER at (843) 493-2119; cell (843) 687-3349; or PAMPLICO TOWN HALL (843) 493-5551.

Thank you.

Attachments

**FOURTEENTH ANNUAL  
PAMPLICO CYPRESS FESTIVAL  
ARTS & CRAFTS VENDOR APPLICATION**

**Friday & Saturday, Oct. 5 & 6, 2018  
Friday 6:00 p.m. – 12:00 p.m.  
Saturday 10:00 a.m. – 6:00 p.m.**

**APPLICATIONS WILL BE APPROVED ON A FIRST COME BASIS.  
SPACES ARE LIMITED.**

Arts & Crafts vendor spaces are available for a fee of \$65 per space (\$90 with electricity) (approximate size 10' x 12'). Please make check or money order payable to the *PAMPLICO CYPRESS FESTIVAL*, and mail to Town of Pamplico, Attn: Cypress Festival – Arts/Crafts, PO Box 296, Pamplico, SC 29583. There will be a \$25.00 fee for all returned checks. If lights are needed for hook-up on Friday night then you will need to pay for electricity.

GUIDELINES

All items must be new. Hand crafted and original art will be given top priority for available spaces in the following categories:

Original Art (Oil, Watercolor, Pen & Ink, Graphic Design, Mixed Media, etc.), Basket Weaving (Split Oak, Pine Straw, Grape Vine, Slated, etc.), Calligraphy, Carving (Wood, Horns, Scrimshaw, etc.), Ceramics, Dolls, & Accessories, Glass (Stained, Blown, Etched, etc.), Leather, Jewelry (Wood, Paper, Acrylic, Wire, Metal, Ceramic, etc.), Needlework (Candlewicking, Thread count, Crochet, Knitting, Homemade Clothing, etc.), Papermaking, Photography (Color, Black & White, Computer enhanced, etc.), Pottery, Quilting, Sculpture (Metal, Wood, Clay, Fabric, Mixed Media, etc.), Weaving, Woodworking (Large & small items, Finished or unfinished) Furniture & accessories, Antiques, etc.

Name of Organization or Individual \_\_\_\_\_

Type of Items Sold \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Contact Person \_\_\_\_\_ Email \_\_\_\_\_

Telephone: Day \_\_\_\_\_ Night \_\_\_\_\_ Fax \_\_\_\_\_

Secondary Contact Person \_\_\_\_\_ Email \_\_\_\_\_

Telephone: Day \_\_\_\_\_ Night \_\_\_\_\_ Fax \_\_\_\_\_

Electrical Required  Yes  No **If Yes, give details on back of this application.**

I (we) agree to abide by the Pamplico Cypress Festival Vendor Rules and Regulations that have been provided to me.

Signature: \_\_\_\_\_ Date \_\_\_\_\_

APPLICATION DEADLINE: September 1, 2018  
Contact: Pam Turner, 843-687-3349  
Pamplico Town Hall, 843-493-5551

**PAMPLICO CYPRESS FESTIVAL**  
**VENDOR RULES AND REGULATIONS**

From: The Pamplico Cypress Festival

Thank you for your participation in the Fourteenth Annual Pamplico Cypress Festival in Pamplico, South Carolina. The following Rules and Regulations are designed to promote a safe and orderly process for all involved.

1. The Pamplico Cypress Festival name and logo is the property of the Town of Pamplico, and cannot be used by anyone else without written permission from the Town.
2. Vendors can start setting up at Friday at 4:00 p.m. and Saturday at 7:00 a.m.; all vehicles must be removed from the street and booth site by 9:30 a.m.; **be ready to sell no later than 9:45 a.m.**
3. Vendors are responsible for providing all tables, display stands, chairs, fans, supplies, heavy duty extension cords (if electricity is needed) and change for your customers.
4. Tents can be used provided they are properly secured to ensure safety for Festival attendees.
5. Only those types of items listed on your application and approved by the Pamplico Cypress Festival can be displayed and sold.
6. Solicitations, advertising, handbills, as well as all sales and sales activities, are confined to the booth site.
7. All giveaways must be approved and all prizes are to be awarded from the stage. Vendor may be present for the award, but attendance not required.
8. Vendors cannot dismantle their booth until 11 a.m. on Friday and 6:00 p.m. on Saturday. Vehicles can return to booth site as directed by law enforcement personnel.
9. Each vendor is responsible for complying with all applicable Federal, State, and local laws and regulations that apply to their specific sales activity.
10. **Food vendors** must abide by SCDHEC regulations. Food vendors must keep booth area free of grease and must dispose of grease off-site as required by SCDHEC. Vendors are responsible for their own water and ice supply. **NOTE: If you are using a grill it must have a drip pan underneath to catch any grease. If you do not have a drip pan you will not be able to use the grill.**
11. There will be no refunds for any reason. No refunds will be given due to any interruptions in the Festival due to weather, or any cause, that is beyond the control of the Pamplico Cypress Festival Committee. While the Festival does not offer product exclusivity, it does attempt to limit product duplications based on the perceived demand for the service or product offered.
12. Carnival rides will remain open until 11:00 p.m. on Friday, October 5th and until 6:00 p.m. on Saturday, October 6th.