

TOWN OF PAMPLICO

Mayor

Gene R. Gainey

Mayor Protempore

Lucius B. Eaddy

Clerk-Treasurer

Sharon T. Keefe

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Council Members

Bruce M. Bennett

Ivan M. Coleman, Jr.

Harriet C. Cox

Lucius B. Eaddy

D. Marshall Munn

Pamela M. Turner

Memorandum

Date: March 1, 2018

To: Food Vendors for Fourteenth Annual Pamplico Cypress Festival

From: Cypress Festival Committee

Subject: October 5-6, 2018 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 a.m. Saturday, October 6th and we will open at 10:00 a.m. and close at 6:00 p.m. Enclosed is a **Food 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 we expect a 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 seeing you at the **2018 Fourteenth Annual Pamplico Cypress Festival**.

If you have questions, please contact, Pam Turner (843-687-3349) or Pamplico Town Hall (843-493-5551).

Thank you.

Attachments

**FOURTEENTH ANNUAL
PAMPLICO CYPRESS FESTIVAL
FOOD VENDOR APPLICATION**

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

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

Food vendor spaces are available for a fee of \$80 per space (\$115.00 w/ 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 – Food, PO Box 296, Pamplico, SC 29583. There will be a \$25.00 fee for all returned checks. **(If you have a grill and a tent you must rent 2 spaces)**

Name of Organization or Individual _____

Type of Food 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.

NEED WATER _____ YES _____ NO

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

Amount Enclosed (Check or money order only): \$ _____

Signature: _____ Date _____

APPLICATION DEADLINE: September 1, 2018

Questions??? Contact: Pam Turner, 843-493-2119 OR 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 Friday at 2:00 p.m. and Saturday at 7:00 a.m.; all vehicles must be removed from the street and booth site by 9:00 a.m.; **be ready to sell no later than 9:30 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. **(PLEASE PROVIDE A LISTS OF ALL ITEMS)**
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 can begin dismantling their booths beginning at **6 p.m.** Vehicles can return to booth site **as directed** by law enforcement personnel. **(NOT UNTIL STREETS ARE CLEAR)**
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. It you do not have a drip pan you will not be able to use the grill. NO rugs will be permitted to catch grease instead of drip pan**
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, September 26TH and until 6:00 p.m. on Saturday, September 27TH.
13. You will not be permitted to drive down the street after 9:00 am to unload anything... There will be no exceptions...
14. If you have a grill and a tent **you will be required to purchase two spaces..**
15. You will receive a confirmation letter in the mail within 30 days after your application has been received.
16. **IF YOU SALE ANY ITEMS AT YOUR BOOTH YOU MUST PAY THE RENTAL FEE. (EVEN NON-PROFIT)**
17. **IF YOU ARE NON-PROFIT WITH NO SALES THERE WILL BE NO FEE.**

