

TOWN OF PAMPLICO

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Council Members
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Pamela M. Turner
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Harriet C. Cox
Lucius B. Eaddy
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Memorandum

Date: May 9, 2019

To: Arts & Crafts Vendors for the Pamplico Cypress Festival

From: Cypress Festival Committee

Subject: October 4-5, 2019 Fifteenth Annual Pamplico Cypress Festival

The 15th Annual *Pamplico Cypress Festival* is scheduled for Friday and Saturday, October 4&5, 2019 on Main Street, Pamplico, South Carolina. Friday, October 4th we will begin at 6:00p.m. and close at 12:00 a.m. Saturday, October 5th will be open at 10:00 a.m. and close at 6:00p.m. Enclosed are **Arts & Crafts Vendor Application and Vendor Rules and Regulations**. Please return your application not later than September 1, 2019 as spaces are limited. If **Lights are needed** for hook-up on Friday night, then you need to pay for electricity. **A copy of your South Carolina Retail License must accompany application.**

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, 2019 and to see you at the *15TH Annual Pamplico Cypress Festival*. If you have questions, please contact PAM TURNER at (843-493-2119) or cell (843-687-3349), Pamplico Town Hall (843-493-5551).

Thank you.

Attachments

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

**Friday & Saturday, Oct. 4-5, 2019
Friday 6:00p.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.**

Arts & Crafts vendor spaces are available for a fee of \$65.00 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 need to pay for electricity. New*** a copy of your South Carolina Retail License must accompany application.**

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 (Candle wicking, 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.

NOT ALLOWED: silly string, fireworks and spray paint for hair or of any kind.

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.**

By signing below, 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, 2019

Contact: Pam Turner, 843-687-3349

Pamplico Town Hall, 843-493-5551

PAMPLICO CYPRESS FESTIVAL
VENDOR RULES AND REGULATIONS

Thank you for your participation in the 15th 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 on Friday at 1:00 p.m. and Saturday at 7:00 a.m.; all vehicles must be removed from the street and booth site by 5:00p.m.on Friday and 9:00 a.m. on Saturday; **be ready to sell no later than 9:30 a.m. on Saturday morning.**
3. Vendors are responsible for providing **all tables, display stands, chairs, fans, supplies, heavy duty extension cords (if electricity is needed), lights 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. **(Submit a list of items with application)**
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 10 p.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. **NOT ALLOWED: Spray paint for hair or spray paint of any kind, Fireworks & Silly String.**
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 1200 p.m. on Friday, Oct. 4th and until 6:00 p.m. on Saturday, October 5, 2019. .
13. **You will not be permitted to drive down the street after 9:00 am** to unload anything. No exceptions.
14. If you are Non-Profit and you sale items at your booth; you must pay the rental fee.
15. If you are Non-Profit and you give away items there will be no rental fee.
16. Craft Vendors are **NOT** allowed to sell or give away food of any kind.
17. The Festival Committee Reserves the right to refuse anyone's admission to the Festival and anyone not complying with Festival regulations will be required to leave the area. Anyone not leaving when requested will be escorted from the Festival area by police.
18. No **ALCOHOL** is permitted.
19. No vendor sight is considered rented until application and payment have been received.

Neither the Town of Pamplico, any Private Property Owner(s) or the Cypress Festival Committee not any agent or agency representing either the Town of Pamplico or the Committee is responsible for any damages, real or punitive, bodily injury or damage from public, weather or acts of God. Your signature on the Vendor application indicates agreement to abide by all of the Festival Regulations.