

TOWN OF PAMPLICO

Mayor
Gene R. Gainey

Mayor Pro-Tem
Lucius B. Eaddy

Clerk-Treasurer
Sharon T. Keefe

P.O. Box 296- 180 E. Main Street
Pamplico, SC 29583
(843) 493-5551 TEL
(843) 493-5013 FAX
pamplico-townclerk@sc.twcbe.com EMAIL
www.townofpamplico.com WEB

Council Members
Bruce M. Bennett
Pamela M. Turner
Ivan M. Coleman, Jr.
Harriet C. Cox
Lucius B. Eaddy
D. Marshall Munn

Memorandum

Date: May 9, 2019

To: Food Vendors for 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 6:00 p.m. and close at 12:00 a.m. Saturday, October 5th 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 along with a **copy of your South Carolina Business License not later than September 1, 2019 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, 2019 and to seeing you at the **2019 Fifteenth 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

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

**Friday & Saturday, Oct. 4-5, 2019
Friday 6:00p.m.-12:00 a.m.
Saturday 10:00 a.m.-6:00p.m.**

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

Food vendor spaces are available for a fee of \$80.00per space (\$115w/ electricity),(approximate size10' 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)**

NEW***You must enclose a copy of your South Carolina business license.**

Name of Organization or Individual _____

Type of Food Items Sold _____

Address _____

City _____ State _____ Zip _____

Contact Person _____

Email _____

Telephone: Day _____ Night _____ Fax _____

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

NEEDWATER _____ YES _____ N.O

By signing below, 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, 2019

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 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 Friday at 1:00p.m. and Saturday at 7:00a.m.; all vehicles must be removed from the street and booth site by 9:00a.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 LIST 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 6p.m (Sat). 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. **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 12:00 p.m. on Friday, Oct. 4th and until 6:00 p.m. on Saturday, Oct. 5th.
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.**
18. The Festival Committee reserves the right to close down any vendor at any time for any reason 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 the police.