

FEIS CHLOBHAIR | CLOVER HIGHLAND GAMES & SCOTS-IRISH FESTIVAL

Saturday, November 11, 2017 | Blue Eagle Academy | 9:00 AM – 4:00 PM

Welcome to the 21st Annual Feis Chlobhair | Clover Highland Games & Scots-Irish Festival! Thank you for inquiring about being a vendor at our festival. Please take a moment to read through this vendor info letter before completing your application.

This unique and cultural event is a celebration of the ancestral ties of Clover to the British Isles. Feis Chlobhair is an opportunity to encourage the growth of the shared heritage by showcasing individuals who practice Scottish and Scots-Irish arts, crafts, athletics, music and traditions. From this rich event, it is our hope to instill and inspire the younger generation to keep traditions alive!

Merchandise vendors we are seeking merchandise items to be Scottish, Irish, Celtic or Scots-Irish in nature or relate to the British Isles in some way, due to the cultural aspect of this event. Craft items should relate to the British Isles or resemble a craft that the settlers from that area would have practiced, such as pottery, weaving, metalwork, needlework, woodcarving, etc.

Food vendors please note, priority will be given to vendors who offer cultural food items. In order not to have vendors with the same items competing for business, priority will be given in the order the applications are received.

VENDOR FEES

Food Vending Fee: \$80.00; Merchandise Vending Fee: \$50.00. There is also a \$15.00 Town of Clover Business License Fee for all vendors who do not hold a Town of Clover business license. All vendors selling food, products and/or services are required to purchase a 1-day Town of Clover Business License, applicable only for usage on Saturday, November 11, 2017. Non-profit organizations and/or charities are exempt from purchasing a business license. This license is not related to the *South Carolina Retail License*. Fees are non-refundable.

ELECTRICITY

Limited 110v electricity will be available and not guaranteed. Vendor must request electricity. If you are requesting more than 110v electricity, vendor will be responsible for providing their own power/generator. If vendor is bringing their own power, they must have a quiet generator - NO EXCEPTIONS.

VENDOR SPACE

Vendor pricing includes (1) 15'x15' unfurnished space. Vendor will be responsible for setting up booth with tables, chairs, crafts, and/or all other materials and merchandise they are selling. All vendors are required to purchase enough space to accommodate the dimensions submitted.

DIMENSIONS

Vendor is required to provide complete dimensions (width & depth), including food truck, trailer, canopies, tents, trailer tongues, etc. Application may be rejected if dimensions are not included.

APPLICATION SUBMISSION

Deadline to submit vendor application: **Friday, October 20, 2017**. Vendor is required to submit a completed application, full payment along with 2 photographs of booth setup, items being offered and a copy of food menu (*applicable for food vendors*), and prices. If application is accepted, vendor will be notified and payment will be deposited soon. If application is denied, vendor will be contacted and application and payment will be returned promptly.

REGISTRATION

Vendor can register in person at the Clover Community Center, located at 120 Bethel Street in Clover, SC or mail in completed application along with 2 photographs of the vendor set-up and payment to the attention of **Amy Gonzalez, Special Events Coordinator | P.O. Box 1060 Clover, SC 29710**. Acceptable forms of payment: cash, check (payable to Town of Clover), money order and credit card (*3% surcharge will apply*). All applications will be evaluated and applications not accepted will be returned to the applicant.

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VENDOR SET-UP

Festival will take place on the walking trail at Blue Eagle Academy, located at 300 Clinton Avenue (*Knox Street and Memorial Drive*) in Clover, SC. Vendor set-up time is between the hours of 6:30 AM - 8:30 AM. No vehicular traffic will be allowed on the walking trail/festival route after 8:30 AM and all vehicles must be removed from the festival area by 8:30 AM. Vendors are asked to adequately allocate time to finish your set-up no later than 8:30 AM as festival hours are 9:00 AM – 4:00 PM.

VENDOR BREAKDOWN

All vendors are required to breakdown promptly at 4:00 PM and must be completed by 5:00 PM. **NO VENDOR BREAKDOWN WILL BE ALLOWED BEFORE 4:00 PM.** Please be mindful and break down your empty boxes and store these beside trash receptacles. If you notice throughout the day that your trash receptacles are full and/or overflowing, we kindly ask for you to flag down a Festival Staff Member/Volunteer. Please DO NOT allow for your trash to overflow within your area. If a vendor leaves behind an untidy space, you may be asked not to participate in future festivals.

TOWN OF CLOVER FESTIVAL CODES & REGULATIONS

All vendors will be inspected by the Town of Clover's Code Inspector and requirements must be met before they will be allowed to operate:

- All vendors are reminded that there must be a minimum of three (3) feet of clearance on both sides of fire hydrants for a total of not less than six (6) feet of clearance around all hydrants.
- Fire Code IFC 904.11.5 & 906 - all food vendors utilizing cooking equipment involving vegetable or animal oils shall be protected by a Class (K) rated portable extinguisher. All other vendors shall have a minimum of (1) 5 lb. ABC fire extinguisher. **NO EXCEPTIONS shall be made.**
- National Electric Code - Extension cords shall be free of taped up splices and in good condition. Cords shall be installed and/or protected so as to not be a tripping hazard to the public. All outdoor receptacles must be in a weather proof type box with cover and approved plug and cord connector.

FOOD VENDORS

All food vendors are required to stop cooking at 3:30 PM in order to prepare for 4:00 PM breakdown. Festival Staff/Volunteers will be walking around to remind food vendors of time. All food vendors who prepare on-site any item for consumption will be inspected by the Town of Clover's Code Inspector:

- Fire Code IFC 3003.10 - All gas cylinders shall be maintained in good order. No rusted tanks will be allowed to be used.
- Fire Code IFC 3003.3.3.3.3 - All gas cylinders in use or in storage shall be secured at all times to prevent them from falling or being knocked over. Also, cylinders must have an approved shut off valve.
- Fire Code IFC 38 - All gas lines shall be in good shape; cracked lines and any other non-conformity will not be allowed.
- Fire Code IFC 2404.2 - Any tent or temporary membrane structure over any cooking appliance shall meet NFPA 701 or be treated with a flame retardant chemical and shall have a minimum distance of 18" from any combustible material. All other vendors using vendor trailers for cooking must have an approved hood system venting to the outside.

In addition to the above Town of Clover Festival Codes & Regulations, all food vendors are required to comply with all provisions of South Carolina Department of Health & Environmental Control's Regulation 61-25: Retail Food Establishments, which are applicable to its operation. The health authority may augment such requirements when needed to ensure the service of safe food; may prohibit the sale of certain potentially hazardous food; and may modify specific requirements for physical facilities when in the opinion of the health authority no health hazard will result.

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SOUTH CAROLINA RETAIL LICENSE

South Carolina Department of Revenue requires every person who engages in business in the state of South Carolina as a retailer must obtain a retail license before making any sales. **THIS IS NOT THE SAME AS OBTAINING A ONE-DAY TOWN OF CLOVER BUSINESS LICENSE.** If you have more than one business outlet, you must have a separate retail license for each location. Under South Carolina Department of Revenue's categories, this festival is considered a RETAIL EVENT, which is festival for which an admissions fee is NOT required for entering the event. If you are operating at a Retail Event, you will be required to register for a retail license to collect and remit the South Carolina sales tax.

If you are an exempt organization devoted exclusively to public or charitable purposes (aka "nonprofits"), you are exempt from the sales tax and the retail license requirements. You may be required to complete and submit an Application for Sales Tax Exemption (Form ST-387). Nonprofit organizations coming within the exemption are:

- Public libraries and churches
- Charitable trusts and foundations
- The American Legion, the Veterans of Foreign Wars, the Disabled American Veterans, Fleet Reserve Association, and the Marine Corps League or any similar Veterans' Organization chartered by the Congress of the United States
- The Young Women's Christian Association (YWCA), Young Men's Christian Association (YMCA) and the Salvation Army
- The Boy Scouts of America and The Girl Scouts of America
- The South Carolina Association of Future Farmers of America
- Any fraternal society, corporation or association
- Any religious, charitable, educational, or literary society, corporation, or other association
- Volunteer fire departments and rescue squads
- All community owned recreation facilities opened to the general public and operated on a nonprofit basis
- All nonprofit or community theater companies, symphony orchestras, county and community arts councils and commissions and other such companies

It is the vendor's responsibility to withhold and remit all applicable state and federal taxes. For further information on this, please contact the South Carolina Department of Revenue at (803)896-1350 or email at TaxRegistration@dor.sc.gov.

Thank you for your interest in our Feis Chlobhair | Clover Highland Games & Scots-Irish Festival! Should you have any questions regarding the event, contact Special Events Coordinator, Amy Gonzalez at (803) 222-9493 x 235 or via email at agonzalez@cloversc.org.

Sincerely,

Amy Gonzalez

Special Events Coordinator, Town of Clover

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VENDOR APPLICATION

Deadline to submit vendor application: **Friday, October 20, 2017**

CONTACT INFORMATION (Please type or print legibly)

Name: _____ Business Name: _____

Address: _____ City, State & Zip: _____

Contact Phone: _____ Email Address: _____

Facebook: _____ Website: _____

SC Retail License Number: _____

Describe your merchandise, craft or food items:

ELECTRICITY Yes No

If YES, describe any electrical needs or special requests:

DIMENSIONS (required): _____

Food Vendor \$80.00

Merchandise Vendor \$50.00

TOC Business License \$15.00

NUMBER OF SPACES: _____

TOTAL: \$ _____

I hereby agree to indemnify, save and hold harmless the Town of Clover, its subsidiaries, agents, volunteers, sponsors, and/or any other persons or representatives from any and all liability arising out of or in any way relating to my participation in the Feis Chlobhair | Clover Highland Games & Scots-Irish Festival on Saturday, November 11, 2017. The Town of Clover reserves the right to reject any application and refuse admittance to any persons or vendor which in our sole opinion is not keeping with the quality or safety of the festival. I also understand my failure to comply with the rules and regulations of the Feis Chlobhair | Clover Highland Games & Scots-Irish Festival will terminate my right to continue to participate as a vendor in the Feis Chlobhair | Clover Highland Games & Scots-Irish Festival. I hereby release all sponsors, promoters and officials of the Town of Clover, Greater Clover Chamber of Commerce, and the Feis Chlobhair | Clover Highland Games & Scots-Irish Festival I from any claims of injury or damages resulting from participation in this event. _____ (initials)

I have received a copy of the Town of Clover's Festivals Codes & Regulations _____ (initials)

South Carolina law requires vendors conducting sales in South Carolina to have a valid SC retail license, report and pay the applicable sales tax. _____ (initials)

Food vendors must comply with South Carolina's Department of Health and Environmental Control's Regulation 61-25 Retail Food Establishments. You are responsible for obtaining and reviewing a copy of SC DHEC's Regulation 61-25 Retail Food Establishments _____ (initials)

By signing below, the vendor agrees to abide by the rules and regulations set forth by the Town of Clover and assumes complete responsibility for installing, handling and staffing its space allocated during the Feis Chlobhair | Clover Highland Games & Scots-Irish Festival.

PRINT NAME: _____

SIGNATURE: _____ DATE: _____

FOR OFFICE USE ONLY

APPROVED: Yes No

TOTAL DUE: \$ _____ RECEIVED \$ _____ Date _____ Received By _____

Form of Payment: Cash Credit Card Check #: _____

BALANCE: \$ _____ Date _____ Received By _____

Form of Payment: Cash Credit Card Check #: _____

Space Number _____