



10th Annual SC Festival of Stars™
PO Box 8
97 E. Main St.
Ninety Six, SC 29666
www.scfestivalofstars.com
(864)543-3396 or tourism@ninety-six-sc.gov



Welcome Vendors!

The 10th Annual SC Festival of Stars™ will be held on **Thursday, June 28th, 2018** through **Saturday, June 30th, 2018**. Hours are as follows: **Thursday and Friday, 4pm-10pm. Saturday, 10am-10pm**. This three day, rain or shine event is the premier event of the Town of Ninety Six, and one of the top rated Independence Day Celebrations & Fireworks Displays in the State of South Carolina. In the **Ninety Six Town Park**, (89 Saluda St. Ninety Six, SC 29666) approximately 100 vendors will showcase their merchandise, information, and food. There will be live entertainment each day, amusement rides, a car show, helicopter rides, and much more entertainment for people of all ages.

To be considered a vendor at our old-fashioned Independence Day Celebration in Historic Ninety Six, Please complete the enclosed application. The fee for your non-food vendor booth is good for one 10' x 10' space for the entire festival. Food Vendors are given up to 10' x 20' with an additional charge for oversized equipment (see rules). When applying, please be sure to utilize the following checklist to be sure your application is complete. Also please read the enclosed rules and regulations thoroughly as they periodically change.

For more information, contact Justin Parker, Director of Tourism & Events for the Town of Ninety Six/SC Festival of Stars™ at tourism@ninety-six-sc.gov or by phone at 864-543-3396. We look forward to you joining our award winning event!

Checklist:

1. Application for the 2018 SC Festival of Stars is complete and legible.
2. Appropriate payment is include with your application.
3. Signed Hold Harmless Agreement
4. Certificate of Insurance, *if applicable*.
5. Photos of booth and merchandise (or equivalent)
6. Food Vendors: Please read attached DHEC guidelines and be sure to have proper equipment/permits.



VENDOR RULES AND REGULATIONS 2018 SC Festival of Stars™



The Festival is to be held at the Ninety Six Town Park located at 89 Saluda St. in historic Ninety Six, SC 29666
Hours of operation are Thursday, June 28th, 4-10pm. Friday, June 29th, 4-10pm. Saturday, June 30th, 10am-10pm.

1. **ELIGIBILITY:** Booth space is available to craftsmen and artists; business owners, community service organizations, and food vendors. Sharing of space is NOT allowed. Only the business or organization listed on the application will be permitted to operate in the assigned space. All exhibits will be reviewed for compliance and the SC Festival of Stars Director or staff reserves the right to reject any item for any reason. The decision of the Director is final. Demonstrations of craft are encouraged.
2. **DEADLINE:** The absolute deadline for entries will be June 6th, 2018 OR when all spaces are filled.
 - a. **BOOTH SPACES:** Arts & Crafts, Commercial, Business, or Community Service Organizations (non-food) are 10' x 10' and should be covered by a tent or awning. No flat-top tarps will be permitted. Booths should be appropriately weighted. The fee for each booth space is good for the entire 3-day festival. The SC Festival of Stars is an outdoor event with vendor spaces on grass, gravel or asphalt.
 - b. Space rental for **Crafters** is \$50.00 for one 10'x10' booth. Any additional spaces may be purchased in 10'x10' increments. Electricity is an additional \$25.00 charge for the use of a 110v outlet (one per space)
 - c. **Business/Commercial** vendors are those who promote their business or re-sale their wares. Business/Commercial spaces are available for \$100.00 per 10' x 10' space with \$25.00 additional for electricity.
 - d. Space rent for **Community Service Organizations** (non-food) is \$100.00 for one 10' x 10' booth.
Community Service Organizations are defined as non-profit/civic organizations who rely on fundraising to operate.
 - e. **Food Vendor** space is sold at a rate \$350 for up to a 10'x20' space. Oversized vendors will be charged an additional \$100 up to 30'. Any larger Vendors must purchase additional space(s) and must comply with enclosures as noted above as well as DHEC regarding food preparation & sanitation. Food vendors will be permitted to sell only items listed on the application and approved by the Festival Director.
3. **BUSINESS** must be maintained within the designated booth space. Vendors and their representatives must stay within their booth space while working during the festival. Your entire display must fit within your assigned space.
 - a. We want every vendor to be successful at this event. To ensure this, we strive for a variety of vendors and will limit the number of vendors selling similar items. To help secure a spot, you are encouraged to apply as soon as possible.
4. **PICTURES:** All applications must include 2-4 clear photos of your booth, wares, food, menu, and/or crafts. We will return photos at your request at the end of the festival.
5. **ACCEPTANCE:** All vendors are subject to approval by SC Festival of Stars management. Should a vendor **not** be accepted, all fees will be promptly returned. Acceptance by the SC Festival of Stars is a commitment to participate in the festival, and there will be no refunds. Vendors will be contacted if accepted.
6. **ELECTRICITY** is limited and is available on a first-come first-serve basis. Fees for electricity are \$25.00 for 110v/20amp or \$50.00 for 30+ amps/220v.
7. **SOUTH CAROLINA SALES TAX** is the responsibility of each vendor and should be collected and paid by that vendor. The SC Department of Revenue will require a sales tax number when visiting the festival. Forms can be obtained by calling the SC Department of Revenue or online at www.setax.org
 - a. **LOCAL HOSPITALITY TAX OF 2% IS TO BE COLLECTED AT THE COMPLETION OF THE FESTIVAL**
8. **FOOD & BEVERAGE:** ONLY Food Vendors will be allowed to sell food and beverages. Other vendors are not allowed to distribute, accept donations for or sell food or beverages. Legible menus with prices must be posted at all times. Ice will be available for purchase on site.
9. **VENDOR SETUP/CHECK-IN** will begin after noon on Thursday, June 28th if you wish to arrive early. You may also setup before 4pm on Friday, and before 8am on Saturday. Any Vendor not checked-in by 8am on Saturday June 30th will not be admitted into the festival grounds. NO REFUNDS. All vehicles must be removed from the festival grounds by 4pm Friday, and 8am Saturday.



10. SATURDAY: Booths **must** remain open until 8pm. Violators will forfeit their right to future participation in the SC Festival of Stars. You may leave your tent and other large items in your booth space, however, we advise you to take your valuables with you. There will be limited security at all times, but **neither the SC Festival of Stars nor the Town of Ninety Six will be responsible for lost or stolen goods.** (See Hold Harmless Waiver).
11. END OF FESTIVAL/BREAKDOWN: **NO ENTRY OR EXIT WILL BE PERMITTED DURING SATURDAY UNTIL THE COMPLETION OF THE FIREWORKS DISPLAY AND HEADLINING ENTERTAINMENT.**
12. VENDOR PARKING: Parking is at your own risk. The festival will not be responsible for any risk to vendor vehicles including towing. There will be a limited amount of reserved parking, available on a first-come, first-serve basis. There will be no charge for vendor parking in designated vendor parking areas.
13. SECURITY: Festival management is not responsible for vendor products or booths. There will be law enforcement agencies present at all times for the duration of the festival.
14. RV'S/MOTORHOMES: There is limited space available for camping on-site. If a vendor or guest needs such a space, please indicate in the notes section of the application. Space fee is \$100.00 for the duration of the festival, and neither water nor electricity is provided.
15. SPACE ASSIGNMENTS: Whenever possible, space assignment will be made by the festival director in keeping with the requests of the exhibitor. Final determination will be reserved by the director and assignments may be made up or changed at any time in the best interest of the festival. Once assigned a space, the vendor cannot move their space to another area without specific approval of the director.
16. CLEAN-UP: Each vendor is responsible for their own trash and must remove such trash to dumpsters that the festival provides. If you wish to have a private dumpster cart provided at your site, the Town of Ninety Six Streets & Sanitation Department will provide this based on availability at an extra charge which will include multiple pickups each day. Vendors should not dump ice, water, or other liquids on the grounds or roadways/festival footprint. Any Vendor that dumps their grease or grey water down a storm drain, on the ground, or in a restroom area will not be invited back. Please ask festival staff about the proper placement of your waste.
17. VEHICLE/VENDOR PASSES: Each vendor will be provided with a pass for their site and a vehicle which allows limited entry for restocking at times to be determined the dates of the festival during the orientation.
18. LIABILITY: Vendor is responsible for insuring his/her own exhibit, personnel, display, and materials from any damage or loss through theft, fire, accident, or other cause. It is expressly understood and agreed by the vendor the he/she will make no claim of any kind against the Town of Ninety Six or the SC Festival of Stars for loss, damage, theft, or destructions of goods or exhibit; nor for any injury that may occur to themselves or their employees during the festival of any nature. All vendors **MUST** sign and complete the Hold Harmless agreement. Some vendors may also be requested to provide a certificate of insurance, for example: food vendors, amusements, and approved vendors with animals.
19. PETS or other animals are not permitted in the SC Festival of Stars. This includes pets in vendor booths. The director will make some exceptions for vendors that deal explicitly with animals (ex. Service animals). To request special approval, please make note of it on the "special requests" section of the application. Any vendors approved to bring animals into their booth space will also be required to provide a certificate of insurance.
20. SPECIAL REQUESTS will be reviewed, and we try to honor all we can, but there are no guarantees.
21. VEHICLE ENTRANCES are designated and subject to change due to many factors but will be marked and you **WILL** have an escort upon your arrival. There will be no driving across the field, church property, or cross the walking trail at any time unless directed by staff.
22. GOLF CARTS and other recreational vehicles will not be permitted on festival grounds during event hours.
23. LAW ENFORCEMENT AND FESTIVAL DIRECTOR'S DECISIONS ARE FINAL. NO EXCEPTIONS.
24. NO REFUNDS – The festival is held rain or shine.

For more information, please contact Justin Parker – Director of Tourism & Events, Town of Ninety Six, at (864)543-3396 or email tourism@ninety-six-sc.gov. During festival hours, please ask a festival staff member for assistance or visit the information tent inside of the festival grounds.



VENDOR APPLICATION
 10th Annual SC Festival of Stars™
Dates: Thursday, June 28th, 4pm-10pm
 Friday, June 29th, 4-10pm
MAIN EVENT Saturday, July 30th, 10am-10pm
Location: Ninety Six Town Park

Name of Vendor/Business: _____

Contact Person: _____ Email: _____

Mailing Address: _____
 (Street Address) (City) (Zip)

Telephone: Home: _____ Work: _____ Cell: _____

Descriptions of wares, information, or menu: _____

Price range of items: _____ Total length of your equipment (including trailers, tent, tables, etc.) _____

Special Requests: _____

TERMS: I hereby agree to abide by all the rules and regulations set forth by the SC Festival of Stars and/or The Town of Ninety Six and with any other regulations that may be established. I understand and agree that there will be NO refunds and the decisions of the Festival Director are final. Further, I hereby release and forever discharge the SC Festival of Stars™ and/or The Town of Ninety Six, South Carolina and their agents and representatives, from any responsibility, personal liability, loss, claims, or damage arising out of or in connection with this festival. Finally I agree to abide by and accept all the rules and regulations that accompany this application that now become part of the application.

Signature of Applicant _____

Date _____

	Arts & Crafts	Business/Commercial	Community Organization	Food
Number of Spaces	_____ x \$50	_____ x \$100	_____ x \$100	_____ x \$350
Oversized Food Vendors (greater than 20')				_____ x \$100
Electricity (standard) (Up to 20amp/110v)	_____ x \$25	_____ x \$25	_____ x \$25	_____ x \$25
Electricity (20+ amps/220v)	_____ x \$50	_____ x \$50	_____ x \$50	_____ x \$50
Total	\$ _____	\$ _____	\$ _____	\$ _____

Accepted forms of payment: MasterCard, Visa, Discover, AMEX – (A 3.5% fee will apply for payment processing) Checks or money order made payable to the Town of Ninety Six or Cash in person.

CC# _____ Exp. _____ CVV _____

MAIL APPLICATION WITH APPROPRIATE FEE TO:
Town of Ninety Six (Memo: SC Festival of Stars™)
PO Box 8
Ninety Six, SC 29666

For more information contact Justin Parker, Director of Tourism & Events (864)543-3396 or email tourism@ninety-six-sc.gov



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PO Box 8, 120 NW Main St.

Ninety Six, SC 29666

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Hold Harmless Agreement
Town of Ninety Six | SC Festival of Starstm

The festivals and events sponsored by the Town of Ninety Six are outdoor events with vendor spaces on asphalt, gravel, or grass.

HOLD HARMLESS AGREEMENT: I have read all rules carefully and agree to abide by

them. I, _____, of _____
(PRINT) (PRINT)

agree to hold harmless the SC Festival of Starstm, The Town of Ninety Six, it's employees, volunteers, affiliates, associates, tenants or any committee members thereof, from any claim including, but not limited to injury to person, damage to property, loss by fire theft or any other cause, nor will I/we be a party to any lawsuit.

This is a legal and binding hold harmless agreement.

Signature: _____ Date: _____

Vendor Name: _____

For Office Use Only

Accepted: _____ Denied _____

Category: F _____ C _____ B _____ CO _____

Amt Due: _____ Sp Req _____

Pmt: Ck _____ MO _____ Cash _____

Notes/denial reason (if applicable): _____

Date Received: _____

(for office use)

9-9 **Community Festivals**

This standard shall apply to the service of food and the requirements of food vendors at community festivals.

(A) **Definition**

Community festivals are defined as events sponsored by a community group, city/county/state organization, as a community celebration, that are generally theme related, and have multiple food vendors recruited to provide food to the public for a time period not to exceed three (3) consecutive days or no more than seventy-two (72) continuous hours. Each community festival is unique and will not be held more frequently than annually, although a sponsoring organization or group might have multiple but differently themed community festivals in a year.

(B) **General**

- (1) Community festival food vendors shall comply with all applicable sections of this regulation except as outlined in this standard.
- (2) The Department may prohibit the distribution of certain time/temperature control for safety food, and may modify specific requirements for physical facilities when, in the opinion of the Department, no health hazard will result.

(C) **Employees**

- (1) Food vendor employees shall not contact exposed, ready-to-eat-food with their bare hands and shall use suitable utensils such as deli tissue, spatulas, tongs, single-use gloves, or dispensing utensils.
- (2) Personal clothing and belongings shall be stored in a designated place away from food preparation, food service, dry storage areas, utensils and single-use article storage, and utensil washing areas.

(D) **Food**

- (1) All food/ice shall be obtained from sources approved by the Department.
- (2) All food items must be protected from contamination during transportation, storage, cooking, display, and service.
- (3) All food vendors shall prepare, hold and serve food according to all applicable sections of Chapter 3, *Food*.
- (4) Time/temperature for safety foods, such as raw meat products, shall be ready to be cooked.
- (5) All time/temperature for safety food fully prepared or cooked offsite shall be provided by a retail food establishment or mobile food establishment permitted under the regulation.
- (6) Only quantities of meat, such as barbecue, may be pulled, chopped or cut for same day service in the food vendor's preparation area.

- (3) Any sponsoring entity that operates or proposes to operate an event where temporary food service establishments will operate shall apply for authorization on the form provided by the Department prior to commencement of the event. The following information shall be submitted with the application:
 - (a) Event Coordinator name and contact information; and
 - (b) The dates of the fourteen (14) consecutive days of operation; and
 - (c) A list of temporary food service establishments, with contact information, that will operate at the event; and
 - (d) The time that all temporary food service establishments are required to be ready for operation.
- (4) Each temporary food service establishment shall be authorized by the Department prior to serving food to the public at the event.
- (5) The Department may require a sponsoring entity or a temporary food service establishment to submit information sufficient to determine if the definition and requirements of this standard or regulation are met. This information may include, but is not limited to, information defining the fair, carnival, circus, or organized event, event schedule(s), hours of food vendor operations, vendor list and foods specific to those vendors, and vendor contact information.
- (6) All food vendors shall meet the requirements for temporary food service establishment.
- (7) Food vendors shall not be allowed to operate under the requirements of Sections 9-10, *Community Festivals*, 9-11, *Special Promotions*, or 9-12, *South Carolina Farmers Markets and Seasonal Series* of this regulation.
- (8) When the Department determines that a sponsoring entity or a temporary food service establishment has violated applicable provisions of this standard or regulation, the Department may issue a written notice directing any or all temporary food service establishments to cease operations until the violations are corrected as determined by the Department.
- (9) Any temporary food service establishment that proposes to operate at one event and location for more than fourteen (14) days, either by remaining in operation for additional consecutive days, or by reopening after a short period of closure, shall comply with the requirements for, and be permitted as, a retail food establishment or a mobile food establishment.
- (10) If a retail food service establishment is operating as a temporary food service establishment in an area affected by a natural or man-made disaster after a state of emergency or a public health emergency has been declared, it may be allowed to exceed fourteen (14) consecutive days of operation if approved by the Department.

(H) Sewage Retention

- (1) Sewage that is not directly discharged into an approved sewage system shall be kept in closed containers with adequate capacity or adequate in number to prevent spillage and must be discharged into an approved sewage disposal system as often as needed.
- (2) All sewage lines shall be connected to sewage tanks with watertight seals.
- (3) Used cooking oil shall be disposed of in an approved manner.
- (4) Adequate toilet facilities shall be provided.
- (5) Adequate trash cans, and other sanitary facilities as deemed necessary by the Department shall be provided to support the community festival food vendors.

(I) Specific Exemptions

- (1) Community festival food vendors are exempt from the requirements for training certification in 2-102.20.
- (2) Community festival food vendors that provide food pursuant to 8-301.12(A)(11),(12),(19) and (20) are exempt from the requirements of this standard.
- (3) Hot water requirements are waived for food vendors at community festivals.
- (4) Mechanical ventilation of cooking equipment is not required.

(J) Authorization

- (1) No person, retail food establishment, or mobile food unit may serve time/temperature control for safety food at a community festival unless the sponsoring entity obtains authorization from the Department.
- (2) The sponsoring entity of a community festivals shall appoint an Event Coordinator as a point of contact.
- (3) Any sponsoring entity that operates or proposes to operate a community festival where time/temperature for safety food will be served shall apply for authorization on the form provided by the Department prior to commencement of the festival. The following information must be submitted with the application:
 - (a) The Event Coordinator name and contact information; and
 - (b) The dates of the seventy-two (72) continuous hour period in which all food vendors will be in operation; and
 - (c) A list of food vendors, with contact information, that will operate at the event; and
 - (d) The time that all food vendors are required to be ready for operation.
- (4) Each community festival food vendor shall be authorized by the Department prior to serving food to the public at the festival.

- (7) No mechanical chopping equipment will be allowed in unenclosed preparation areas.
- (8) Time/temperature for safety foods that have been cooked or in hot holding at any point during the daily operating hours shall be discarded at the end of the day.
- (9) Condiments shall be protected from contamination by being kept in dispensers that are designed to provide protection or offered in individual packages.
- (10) Cakes, breads, cookies that are not made at a permitted retail food establishment may be offered for sale only if they are not a time/temperature for safety food.
- (11) Ice shall be obtained in closed single-service bags or approved covered containers and shall be protected from contamination. Ice used as a coolant for foods shall not be used for edible ice.
- (12) Each community festival food vendor shall have at least one temperature measuring device for checking temperatures of food that meets the following requirements:
 - (a) Scaled 0 to 220 degrees F (-18 to 104 degrees C); and
 - (b) Able to be calibrated; and
 - (c) Appropriate for the food density being checked.

(E) Construction

- (1) Food preparation areas shall have overhead protection and adequate barriers (e.g., tables or equipment) to prevent the access to the area by the public.
- (2) Equipment shall arrive clean and ready to use.
- (3) Utensils and single use articles shall be clean, protected during storage, and in sufficient quantities to conduct the activity.

(F) Handwashing Sinks

- (1) When a handwashing sink is not available, a container of water with a spigot, soap, disposable towels and a catch bucket shall be provided.
- (2) Gloves and/or hand sanitizers shall not be allowed as a substitute for handwashing facilities.

(G) Water system

- (1) Drinking water hoses shall be made from food grade materials and shall be a different color from hoses used for sewage.
- (2) Drinking water hoses shall be capped or covered when not in use and shall be stored separately from sewage hoses.
- (3) When attached to a drinking water system, the hose shall be equipped with an approved backsiphonage prevention device.