



VENDOR APPLICATION

-Spring 2022

Hosted at the Florence Center in Florence, SC

Move-In: Thursday, May 19 & Friday, May 20

Event: Friday, May 20 & Saturday, May 21

- To receive the **Early Bird** discount, applications must be submitted by **January 1, 2022**. After **January 1, 2022**, the vendor fee will increase and vendors will be considered only if there is still space available.
- Submission of this application does **NOT** guarantee acceptance into the Spring 2022 Carolina Food Truck Rodeo.
 - If you are accepted, you will be notified by email. Vendors will have **10 days** (after the acceptance email is sent) to send in 100% of the booth fee either through check, money order or online. If full payment has not been received with the 10 days, the booth location will be released to other vendors.
- Failure to provide the festival with accurate information requested within this application will result in the loss of vendor space.
- A limited number of each type of vendor will be accepted.
- Per the City of Florence, effective 10/1/2021 and for all future Carolina Food Truck Rodeos held at the Florence Center, a City of Florence business license will **NOT** be required. All vendors will need an Event Permit for each Carolina Food Truck Rodeo. The cost of these permits (\$50 for food vendors and \$20 for nonfood vendors) are included in the Carolina Food Truck Rodeo Vendor Fee.
 - In addition, the City of Florence will no longer collect the 2% Hospitality Tax from food vendors. This tax will no longer need to be charged to customers.

COMPANY _____ CONTACT _____

PHONE _____ EMAIL _____

ADDRESS _____ CITY/STATE/ZIP _____/_____/_____

WEBSITE _____ FB PAGE _____

INSTAGRAM PAGE _____ OTHER SITES _____

Please list the types of foods/items you will be serving **(REQUIRED to be accepted)**

_____ Please email (4) jpeg files of your items to be sold at the Spring Carolina Food Truck Rodeo 2022.

_____ Please email (4) jpeg files of your truck/space display.

_____ Please email a current menu/picture of menu

Please list three of the largest festivals you were a part of in 2019-2022.

1. _____
2. _____
3. _____

FOOD VENDORS	SPACE SIZE	EARLY BIRD PRICE	PRICE AFTER JANUARY 1	QTY	TOTAL
Non-Truck Food Vendor	10X10	\$385	\$425		
Food Truck Vendor	10x20	\$475	\$525		

BUSINESS/INDUSTRY VENDORS	SPACE SIZE	EARLY BIRD PRICE	PRICE AFTER JANUARY 1	QTY	TOTAL
Business/Industry Vendor	10x10	\$440	\$480		

Business/Industry Vendors are defined as those who promote their professional business, such as chiropractors, banks, insurance and financial services.

COMMERCIAL VENDORS	SPACE SIZE	EARLY BIRD PRICE	PRICE AFTER JANUARY 1	QTY	TOTAL
Commercial Vendor	10x10	\$325	\$360		

Commercial Vendors are defined as those who re-sell their wares or provide a service, such as Scentsy, Tupperware, Face Painters and Caricature Artist.

CRAFTERS/HANDMADE	SPACE SIZE	EARLY BIRD PRICE	PRICE AFTER JANUARY 1	QTY	TOTAL
Crafters/Handmade Vendor	10X10	\$230	\$255		

Crafter/Handmade Vendors are defined as vendors whose crafts are handmade by the artist showing the same.

Please include the specs of your truck/trailer and display area needed:

Height _____ Length (*Tip to Tip*) _____ Width _____

Specs of area needed for display _____

****If you are accepted, how do you prefer to pay? Please check one.**

I will mail a check/money order Email me a secure link to pay online

Carolina Food Truck Rodeo Vendor - Rules & Regulations

The company or individual(s) identified on the front of these contracts hereby subscribes for a vendor booth or space at the Carolina Food Truck Rodeo (herein after "Festival") to be held by and at the Florence Center on May 20-21, 2022.

Vendors shall adhere to the rules and regulations set forth herein, and conformance with such rules and regulations is understood to be part of this contract. The signature of the Vendor, or its authorized representative, indicates agreement with all of the provisions of this contract by the Vendor, including its owners, officers, employees, agents, representatives, and independent contractors.

Vendors must sign the final page of this application. Incomplete applications will not be processed.

- Vendor shall staff its booth/space during all hours the festival is open to the public. To maintain the integrity of the festival and accommodate shoppers, vendors shall not begin disassembling its booth until after the close of the festival Saturday. Vendors who do not comply with these provisions may not be considered for future events.
- Booth Space: All booths are subject to approval by the Florence Center and it expressly reserves the right to reject any applicant for booth space. While best efforts will be made to accommodate vendor's space selection, the Florence Center reserves the right to assign, designate or change exhibit or booth location of all vendors to compliment merchandise displays and categories. All booths are to be constructed in the confines of the assigned area and not to extended into the main public areas.
- Operation of Booth Space: Excessive noise, bothersome lighting or other use of booth space by vendor that interferes with the display space used by others is prohibited. Vendor's displays and advertising material shall not protrude into the public areas or otherwise interfere with the movement of visitors to the festival. The vendor shall not block or interfere with the visibility of an adjoining vendor.
- Security Services: The Florence Center will provide security services; including overnight security. Notwithstanding the above, vendor shall not leave valuable items or personal property unattended at the exhibit booth/space, and the Florence Center is not responsible for any losses.
- Services Not Provided: The Florence Center does not provide moving equipment, decoration, labor, carpenters, electricity or storage for booth set up. All generators must be classified as "Quiet Generators" (defined as) one with a noise level rating of 80 decibels or less. For vendors unable to comply, the CFTR reserves the right to reassign vendor's space to mitigate noise.
- Retail Sales Tax License: South Carolina Retail Sales tax number is required with application submission. Please contact South Carolina Department of Revenue (SCDOR). 803-898-5000 Arts/Crafts/Retail Sales.
- All Food Product Vendors shall comply with state & local DHEC guidelines. Any questions: DHEC regulations 803-898-3432.
- Assignment Prohibited: Vendor shall not share, lease, sublet, assign, offer for use, or otherwise convey any portion of its exhibit space to any individual, partnership, corporation, company, firm or entity, without the prior written consent.
- Cancellation Policy: If vendor is unable to participate in the Carolina Food Truck Rodeo, cancellation notification must be received in writing (email or mail). Vendor may be entitled to a refund based on the following schedule: Notice in writing is required and must be received **30 days prior to the opening of the event**. There will be no refunds after **the 30 days**.
- Payment: Payment for vendor's space must be in compliance with terms shown on the booth space contract. Payment in full must be received as specified within timeframe to process vendor reservation.
 - Mailed checks/money orders must be post marked within the 10 days after the acceptance email is sent.
 - No location assignment guarantees will be made without receipt of payment in full.
 - Any exceptions to these payment terms must be approved by the Florence Center Finance Director.
 - Please make checks/money orders payable to:

Florence Center
ATTN: Carolina Food Truck Rodeo, 3300 W. Radio Drive, Florence, SC 29501

Hold Harmless Agreement for Vendors: I have read all rules carefully and agree to abide by them. I,
_____ (Title)

of _____ (Company)

Agree to hold harmless the Florence Center and the Carolina Food Truck Rodeo and its affiliates, associates, tenants, and committee members thereof, from any claim including, but not limited to injury to person, damage to property, loss by fire 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** _____

Signature confirms your understanding and confirmation of all show rules, procedures and policies as stated on application and the Carolina Food Truck Rodeo vendor website page.

Please send all correspondence to manager@florencefair.com