



SC PECAN MUSIC & FOOD FESTIVAL RETAIL VENDOR POLICIES

Please read the SC Pecan Music & Food Festival Retail Vendor Policies carefully. By submitting your vendor application, you agree to abide by any and all policies that may be established by the SC Pecan Music & Food Festival Committee. **Violation of any policies will result in forfeiture of your vendor compliance deposit and may impact your participation at future events.**

APPLICATION, APPROVAL PROCESS, & BOOTH ASSIGNMENT

- **The SC Pecan Music & Food Festival reserves the sole right to select or reject any and all applicants for any reason or no reason.**
- Applications will be reviewed and approved in the order of the date an application is received and must include all fees, requested photos, and information that may be required for the application to be considered. Incomplete applications, applications without payment, and incorrect applications will not be processed.
- Application and payment to the SC Pecan Music & Food Festival does NOT guarantee your space within the festival. Approved applicants will be notified via email of their approval status. Rejected applications will receive their payment and deposit back to the card or payment method used at time of check-out.
- Payments returned by the bank for any reason will incur a \$30.00 fee and the application will not be processed until suitable payment is received.
- Vendors are responsible for paying all associated vendor fees including the separate refundable compliance deposit before an application is considered complete and ready for processing.
- The vendor compliance deposit will be refunded (if paid by card-minus processing fees, money order, or cashier's check) as long as all policies have been adhered to. Vendors who pay their compliance deposit via check will have their check returned to them undeposited. Compliance deposits will not be returned if a vendor has violated any policies or codes of conduct.
- Vendor fees include a 1-day City of Florence festival business license. Vendors are also required to obtain and display a South Carolina Department of Revenue business license and collect/remit any required sales tax. More information can be found at www.dor.sc.gov.
- **Refund Policy: No refunds will be given due to your inability to attend the festival for any reason once accepted.** If your cancellation takes place prior to September 1, you may transfer your vendor fees to the following year. No refunds will be issued due to disruption or interruption of the festival because of weather or any cause beyond the control of the Pecan Festival organizers.
- Limited electrical access is available for an additional fee of \$25.00. Electrical service must be requested and purchased at the time of application. Electrical service includes one outlet. If more than one outlet is required, additional charges will apply.
- All retail vendors must submit a list of items with photographs of products intended for sale at their booth. Only approved items will be allowed to be sold at the vendor booth.
- A vendor packet containing your space assignment, entry pass, festival map, and any special instructions for entry and exit will be mailed to you at the mailing address provided in this application within two weeks of the festival. Copies of the entry documents will also be emailed to you, but will not include the entry pass.
- Booth assignments are made at the sole discretion of the SC Pecan Music & Food Festival. While every effort to accommodate desired areas of the festival and any special accommodations are made, we cannot guarantee your requested space will be available.

VENDOR CHECK-IN & SET-UP

- Vendor set-up for retail booth spaces begins at 7:00 a.m. on festival day.
- Vendor/applicant or their authorized designee is responsible for signing in at vendor check-in during the appropriate vendor check-in time and location. All vendors must check in at their designated check-in point. Failure to check in upon arrival will result in the loss of vendor compliance deposit.
- All vendor vehicles must be moved off the street no later than 9:00 a.m. on festival day, and food vendors must be ready to sell by 9:45 a.m. Vendor vehicles remaining on the street after 9:00 a.m. are subject to ticketing. During load-in and load-out, please keep your vehicle pulled close to your booth. Do NOT leave vehicles in the middle of the street.



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VENDOR CHECK-IN & SET-UP, CONT.

- Vendors are required to set up only within their assigned space. Violators will be required to move.
- **Total of vendor booth and signage may not extend more than 12 ft. from the ground and may not extend more than 12 ft. from the curb.**

VENDOR OPERATIONS

- **Vendors who are rude or disrespectful to the public, event staff, or other vendors will be asked to leave the festival, no refunds will be given, and the vendor will be subject to disqualification from future events.**
- All retail vendors must submit a list of items they intend to sell. Only approved items may be displayed and/or sold at your booth space. Items that haven't been approved may not be displayed for sale.
- **All inventory boxes and excess stock/merchandise must be stored neatly at your booth without blocking the sidewalk behind your booth.**
- It is the sole responsibility of every retail vendor to meet all SC Department of Revenue (SC DOR) regulations. The SC DOR may require you to have a special event retail license. Visit www.sctax.org for details.
- Vendors must remain open and sales-ready until 7:00 p.m. **Vendors are NOT ALLOWED vehicular access inside festival grounds from 9:00 a.m. - 8:00 p.m. Vendors are advised to bring dollies should they need to leave between 7:00 and 8:00 p.m. to transport goods to their vehicles. This also applies to vendors parked inside festival ground lots.**
- All retail vendors must sell from under a tent or from a self-contained trailer unit. Tents, tables, display materials, and chairs must be provided by the vendor.
- Sales are limited to assigned spaces. No distribution, canvassing, flyers, yelling/barking, nor vending of any kind may be done by strolling through the festival.
- No amplified music, yelling at attendees, megaphones, or speakers are allowed at vendor booths. Violations to this policy will result in loss of vendor compliance deposit and may affect future event participation.
- Absolutely no weapons, nicotine-containing products or paraphernalia, cannabinoid-containing products or paraphernalia including, but not limited to CBD, or alcohol-containing products may be sold by vendors at the festival. Counterfeit merchandise is also strictly prohibited. Vendors caught selling these products will lose their vendor compliance deposit and may be asked to leave the festival. No refunds will be issued and future participation may be affected.
- The SC Pecan Music & Food Festival is not responsible for festival interruption due to weather or any cause beyond the control of the SC Pecan Festival organizers.

VENDOR BREAK-DOWN & EXIT

- Vendors are responsible for leaving their assigned space in the same condition as when the vendor arrived. Oil spills and/or damage to the space must be reported immediately to festival organizers.
- Vendors are responsible for any large trash items. Trash receptacles and commercial dumpster units are available for vendor use throughout the festival.
- **Vehicles are not allowed inside festival grounds on the roadways until after 8:00 p.m. and the streets are cleared of pedestrians by the Florence Police Department. Vendors who violate this policy will be subject to ticketing by the City of Florence Police Department.**
- Vendors will be provided additional entry and exit instructions with their vendor packet at least two weeks prior to the festival.