

2020 FLOWERTOWN FESTIVAL

April 3- April 5

About the Festival –

- The festival zone is within the Summerville Downtown area. The festival uses Main Street and several side streets as well as the park. Due to the expansion and size of the Festival, we will use side streets for vendors.
- Final booth assignments are made in March and are solely determined by the Summerville Family YMCA. Booth assignments are mixed and scattered throughout the festival. We do not have designated areas dividing vendor styles.
- A Vendor Confirmation packet will be sent via email the week prior to the festival. The packet includes a vehicle pass, map, and load-in and breakdown information. No vender/participant activity is permitted outside the confines of the designated area.
- All vendors are expected to participate in the festival for all three days' full schedule this includes nonprofits, sponsors, artisans and food vendors. The festival on Friday and Saturday is 9am - 6pm and Sunday 9am - 4pm. Set up must be complete by the official start time. Breakdown at the end of the day begins at 6pm, Sunday 4pm, no sooner. If you leave or break down sooner than your scheduled time you're applications will not be considered for future festivals.
- All types of community groups, including civic organizations, non-profits, schools, artisan, crafters, commercial and faith-based organizations are encouraged to apply. However, only groups that support inclusive membership and support community building will be considered. **Commercial and Civic vendors are limited to one 10 x 10 for any and all areas of business.** (unless your sponsorship includes these benefits) Often becoming a festival sponsor brings more benefits to Commercial Vendors, more than just renting a booth space. For a commercial business to be considered as a festival sponsor, contact Amanda Metzger at AmandaM@SummervilleYMCA.org.
- The booth space is just that, space on the street. Tents, tables and chairs are not provided by the Summerville Family YMCA unless your sponsorship includes these benefits.
- **Solicitation throughout the festival is not allowed.** You are prohibited from any direct solicitation, donation buckets, crews wandering throughout the crowd selling items, raffle tickets, etc. or from passing out handbills, brochures, or other items. All activity must be maintained within your assigned booth location.
- **No Pets are allowed at the festival.**
- As the main focus of the festival is hand-made Arts & Crafts. Commercial vendors or other participants are considered on a case-by-case basis. Commercial businesses that support the community and provide family-friendly products are considered. This is solely determined by the Summerville Family YMCA
- Commercial booths that provide activities, interaction with families or demonstrations are given top priority
 - We refrain from duplicating booth types. A maximum of two similar commercial vendors will be accepted. Application review includes uniqueness, quality of product, booth display, and spirit of cooperation & community building. The Summerville Family YMCA reserves the right to deny any application based on these criteria, and consideration will be given to avoid duplication.

All vendors must provide photographs or detailed descriptions and or examples of the following for consideration: one of your booth/display; one of each item you are selling or handing out. Also include a listing of all shows attended in the past year and three show producer references, including names and phone numbers.

List all items and their prices that you will be selling or handing out:

If providing a service, demonstration or activity: The festival strives to avoid duplication at booths. To assist all vendors in being successful, please provide a description of your booth's activity, service or demonstration planned:

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Festival Policies

- 1) The main focus of this festival is Arts & Crafts. While the festival does have music, entertainment, food, a kid zone, commercial vendors and nonprofit organizations, the focus and highlight of the festival are the artisans.
- 2) All Arts & Crafts items must be handmade. Arts & Crafts booths are only for vendors who hand make their own products. Mass-produced products, or simple assembly of mass-produced products, aren't accepted as handmade.
- 3) Non-allowed hand-outs/giveaways- No bottled water or balloons. No face painting unless that is your only trade.
- 4) Vendors may only sell items in their approved category, i.e. – Arts & Crafts & Business/Commercial booths may not sell food items or other items not detailed on their application.
- 5) *A 5-pound ABC fire extinguisher with a current service tag must be on location for all vendors. It is against S.C. Fire Code regulations and Summerville Family YMCA policy for a vendor to extend past the outlined measurements. Vendors may not exceed the limits of their rented booth space including tent, display rack and storage of materials.
- 6) Electrical power requests will be considered on a first-come, first-serve basis. If approved, you must remain within the specified wattage limits. If you exceed that limit and blow circuits, your booth will be shut down. We cannot jeopardize power throughout the festival zone. Please be exact and knowledgeable about your electrical needs. **You must provide your own heavy-duty power cords.** We recommend 300' minimum cord; you must label your electrical cord with the name of your organization/business.
- 7) Prices must be posted visibly to the public. Festival officials will check your posted items against the items on your application. Vendors selling unapproved items will remove items or will be shut down. They will not be considered for future festivals.
- 8) Vendors need to bring their own tents, displays and storage racks. For a single booth space, a 10 x 10 tent will fit. All materials must fit within the rented booth space and be weighed down. April can be windy; this is a safety issue.
- 9) Generators cannot interfere with the music or interaction of other booths.
- 10) Vendors must obtain and provide proof of insurance coverage to cover property damage and personal injury arising as a result of the vendor's or third party action. Under no circumstances will Summerville Family YMCA be responsible for any damage to vendor or vendor's products and vendors agree to hold the Summerville Family YMCA harmless from any and all liability arising out of vendor's acts and or omissions.
- 11) Vendors must have a S.C. Sales Tax Number which can be purchased from the S.C. State Revenue office. Vendors are responsible for the licenses and taxes related to their sales. (Different from the SC Retail License and Town of Summerville business license)
- 12) The total amount of the application fee is due at the time of application. A \$25 fee will be charged for all returned checks.
- 13) The Flowertown Festival is a rain or shine event. No refunds will be given after payments have been received.
- 14) Please be aware that load-in and break-down can be very hectic. Load-in and break-down traffic will be directed by Event Staff. Load-in time does not include setup; it is strictly for unloading of supplies. Once materials are unloaded, your vehicle must be moved to the parking area. The same applies to break-down. No vehicles may be parked next to the booth area. All parking is located outside the festival zone.
- 15) Booth structures may remain in place on Friday and Saturday night. However, it is recommended that all merchandise, products and items of worth be stored in a locked vehicle or trailer overnight. Summerville police will patrol the area and traffic will not be allowed in the festival zone at night. Under no circumstances does the Summerville Family YMCA warrant or guarantee the safety of the booth, its contents or individuals and this is acknowledged by the vendor.
- 16) Illegal or offensive paraphernalia cannot be sold, displayed or given away at the festival.
- 17) Shouting or sales "barking" at festival attendees is strictly prohibited. You may not interfere with the operation of other booths.
- 18) Security for your merchandise, booth and property are your responsibility. Please be watchful.
- 19) Only registered booth participants will be permitted to conduct business during the Flowertown Festival.
- 20) Save a copy of your application for your own records.

Policy acceptance

I have reviewed the Flowertown Festival vendor and booth policies and agree to abide by what has been outlined.

I understand that as a festival vendor I represent the festival and will act as an example to the community, and that I am vending at my own risk. I agree to be responsible for my own safety, protection of belongings and actions. I further agree to indemnify and hold harmless the Flowertown Festival organizers, the city of Summerville and any persons holding legal title to the lands upon which this event is being held, from any claims arising from my participation as a vendor in this festival. There will be no refunds due to weather conditions. I understand that I must pay all SC state taxes. Dorchester County sales tax is 7%.

Signature _____ Date _____

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Registration Fees: **Your booth fee calculated totals will be invoiced to you upon acceptance****

- \$25 Jury/Application Fee * (non refundable, due with application)
- \$600 Business/Commercial vendor
- \$250 Non-profit (proof of status required)
- \$10 Town of Summerville Business License
(Resident in town limits)
- \$20 Town of Summerville Business License
(Resident outside of town limits)
- \$75 Electricity/plug
- \$45 Late Fee* (due with application)

****Will be invoiced upon acceptance** Business/Non- Profit Acceptance letters will go out in December.

PAYMENT INFORMATION

Select method of payment: Check/money order (enclosed) Visa/Mastercard/Discover/AMEX (preferred form of payment)
(Payable to Summerville Family YMCA) Charge will show up as: Summerville Family 8438719622

If credit card, amount to be charged: \$_____

Name as it appears on the card: _____

Card # _____ Exp. Date _____ 3-digit security code _____

Billing address _____
(address) (city) (state) (zip)

Cardholder's Signature: _____

Mail application and payment to:

Summerville Family YMCA
Flowertown Festival: Attn. Business & Civic
140 South Cedar Street,
Summerville, S.C. 29483

kimh@summervilleyymca.org

POSTMARKED NO LATER THAN: OCTOBER 31, 2019