



### **Description of Event**

- 2-Day Outdoor Gospel Music Festival on Ocean Blvd. (*Old Pavilion Site*) in Myrtle Beach, SC
- **Friday, September 4<sup>th</sup> 2020 from 5 pm – 10 pm**
- **Saturday, September 5<sup>th</sup> 2020 from 10 am - 10 pm**
- Free Admission to the Public. Music Entertainment and Limited Children Activities
- Anticipated attendance: 8,500 – 12,000+

### **Festival Information and Requirements: PLEASE READ CAREFULLY**

**Payment is due with application. Receipt of Application must be on or before is July 31, 2020. Vendor application does not guarantee a vendor space. Checks or Money Orders should be made payable to Coastal Broadcasting and mailed to Coastal Broadcasting, PO Box 633, Little River, SC 29566. For more information, Contact Reggie Dyson @ 843-450-3091.**

Enclosed in this document are vendor requirements and application for participation for the 2018 Myrtle Beach Waves of Praise Gospel Fest. Coastal Broadcasting will issue acceptance or decline emails based on the information submitted. Applications must be submitted via email or mail and applications that are incomplete will not be considered.

A limited number each of type of vendor will be accepted to each event to cut down on competing vendors. Vendors will be selected based on several items, including experience, festival references, items and equipment.

Vendors are expected to comply with all rules and regulations of the Myrtle Beach Police Department, Myrtle Beach Fire Department, South Carolina Department of Health and Environmental Control and other governing authorities' rules and regulations that may apply. Vendors are included under a special event permit granted by the City of Myrtle Beach and if serving food or beverages, are required to have a hospitality license account to participate, as well as pay a \$10 participant fee made payable to your vendor payment. If you do not possess a City of Myrtle Beach business license, we have attached the Hospitality Account Application. Please complete form and submit form at least seven days in ADVANCE of the festival to secure your spot. Please see page 4 of this packet for instructions and contact information.

DHEC inspections will be arranged by City of Myrtle Beach Neighborhood Services for food vendors.

#### **Please keep in mind the following:**

- All vendor requests are reserved on a first come-first serve basis and honored whenever possible
- There will be no shade/sun protection but you may bring your own tent. However, there is not staking allow.
- Vendors must provide tables, chairs, tents, extension cords, hand trucks and nay other items required to do business during the event.
- Vendors may leave tents, tables, chairs and equipment overnight but at own-risk. Security will be provided but vendor assumes all risk for leaving items overnight.
- Vendors may re-set up at least 2 hours prior to festival start times.
- The vendor is responsible for leaving the vendor area in the condition that it was originally received, i.e. removal of all debris such as boxes and trash. Failure to comply will result in exclusion from future events.
- Upon receipt of application, each vendor will receive a confirmation letter. Prior to the event, each vendor will receive booth number, a map and instructions via mail.
- This event occurs rain or shine! Be prepared for wind, rain and/or heat/cold.
- All vendors are required to show proof of liability insurance and read and sign attached waiver.
- Please fill out vendor registration completely.



Date Rec'd: \_\_\_\_\_

Booth # \_\_\_\_\_

## Vendor Registration Form

Friday, September 4th – Saturday, September 5th, 2020

Vendor Type: (check only one box that applies)

☐

Food

☐

Arts/Crafts, Business or Retailer

☐

Non-Profit

Vendor/Company/Agency Name: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Email: \_\_\_\_\_

Cell Phone: \_\_\_\_\_ Other Phone: \_\_\_\_\_

### Please circle the appropriate fee and fill in amounts below:

Vendor Booth Space Fees (no electricity provided)	City of Myrtle Beach Business License Holder	Non-City of Myrtle Beach Business License Holder <b>Food Vendors Only</b> Hospitality fee of \$200 to City of Myrtle Beach Business
Food Vendor - 10' x 10' Booth space	\$350.00 Flat FEE	Please see page 4 of this packet for instructions and contact information
Other Vendor	\$250.00 Flat FEE	
Non-Profits	Free (no SELLING)	
<i>Food Trucks</i>	\$450 FLAT FEE	Please see page 4 of this packet for instructions and contact information

Cost of Festival Space= \$ \_\_\_\_\_

(Non-City of Myrtle Beach License Holder) \$10 City of Myrtle Beach Participant Fee= \$ \_\_\_\_\_

**TOTAL EVENT COST: \$ \_\_\_\_\_**

Pease give a detailed description of your products/services and include a photo or business card, if possible.

Proof of Insurance attached. (Not applicable to non-profits providing information only.)

- **WAIVER:** The Myrtle Beach Waves of Praise Gospel Fest Committee reserves the right to refuse any vendor application, should this occur the fee will be refunded with the exception of \$25.00 for administration Cost. A return check fee of \$35.00 for all returned checks. The vendor shall defend, save and hold harmless the City of Myrtle Beach, Myrtle Beach Waves of Praise Gospel Fest Committee, Coastal Broadcasting, their respective officers, agents, board members, staff, volunteers, sponsors and assigns from any claims, damages, losses, liability f- btwor expense which may arise, and shall not be held responsible for any loss or damage due to fire, accident, theft, weather, acts of God, vandalism or any other loss or injury whosoever or not specifically described herein, whether past, present or future. Booths are not insured by the City of Myrtle Beach, Coastal Broadcasting, or any sponsoring agents. Exhibitors/Vendors must take provision for safeguarding their goods. Exhibitor/Vendor must have replacement cost insurance for all personal property. Exhibitor/Vendor assumes full liability for protecting, care and maintenance of exhibitor's/vendor's property. **ANY VENDOR NOT HOLDING VALID LIABILITY INSURANCE EXHIBITS AND/OR SELLS AT OWN RISK AND ASSUMES ALL LIABILITY.**

*Please sign to acknowledge that you have read all of the information, rules and regulations and agree to be bound by this contract.*

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Attach check or money order made payable to: **Coastal Broadcasting**

**RETURN COMPLETED FORM BY July 31, 2020 /**

**Attention: Reggie Dyson Mail to:** Coastal Broadcasting,

PO Box 633, Little River, SC 29566

**Drop off:** Neighborhood Services Department, 937 Broadway Street,  
Myrtle Beach, SC 29577

**VENDOR SCHEDULE:**

**Friday, September 4<sup>th</sup> (Old Pavilion Site between 8<sup>th</sup> & 9<sup>th</sup> Avenues N.)**

Vendor Set-up: 1 :30 pm – 3:30 pm

Vendor Close: 10 pm – 10:30 pm

Vendor Move offsite: 11 :00 pm – 12:00 am

**Saturday, September 5<sup>th</sup>**

Vendor Set-up 8:00 am - 1:00 pm

Vendor Move offsite: 11:00 pm – 12:00 am





## CITY OF MYRTLE BEACH

### Hospitality Account Application

CITY OF MYRTLE BEACH, P O BOX 2468, MYRTLE BEACH, SC 29578  
PHONE (843) 918-1200 FAX (843) 918-1210

Welcome to the City of Myrtle Beach! This form must be completed and will be used to establish a Hospitality Fee account with the City of Myrtle Beach Finance Department. This form is for businesses that are required to collect hospitality fees, which would include food and beverage vendors, and businesses that charge admissions.

Events that charge an admission fee for attendance are subject to the Myrtle Beach Hospitality Fee, Horry County Hospitality Fee, and the State of South Carolina Admissions Tax. An admission ticket is subject to a total of 7.5% in Admission Tax and Hospitality Fees. The 7.5% is broken down as follows: 1% Myrtle Beach Hospitality Fee, 1.5% Horry County Hospitality Fee, and 5% SC Admissions Tax. You are responsible to collect the Admission Tax and Hospitality Fees and report the amount collected to each governmental agency separately.

Events that have prepared foods and beverages are subject to the Myrtle Beach Hospitality Fee, Horry County Hospitality Fee, and the State of South Carolina Sales Tax. Prepared foods and beverages are subject to a total of 10.5% in Sales Tax and Hospitality Fees. The 10.5% is broken down as follows: 1% Myrtle Beach Hospitality Fee, 1.5% Horry County Hospitality Fee, and 8% SC Sales Tax. You are responsible to collect the Sales Tax and Hospitality Fees and report the amount collected to each governmental agency separately.

Note: South Carolina may provide an exemption from some taxes for certain events. To obtain information on this exemption, you must contact the SC Department of Revenue at (803) 898-5471. If your event is exempt from SC taxes, your event may also be exempt from Myrtle Beach Hospitality Fees. You must provide proof of your South Carolina exemption. If you have any questions, please call the Finance Department at (843) 918-1200.

You are required to remit a \$200 filing fee with this completed application. The filing fee must be paid by cash, cashier's check or money order, credit cards are not accepted. Upon receipt of this application and filing fee, Myrtle Beach will provide you with your Hospitality Fee reporting form. It is your responsibility to obtain reporting forms from the SC Dept. of Revenue (803) 898-5471 and the Horry County Treasurers Office (843) 915-5620. At the end of your event, you are required to file your Myrtle Beach Hospitality Fee report. You should deduct the \$200 filing fee paid and remit any balance remaining. If the filing fee exceeds your Myrtle Beach Hospitality Fee collections, you may be entitled to a refund provided you have properly filed your report to the City of Myrtle Beach. At the end of the event, you should also file the appropriate reporting forms with the SC Department of Revenue and the Horry County Treasurers Office.

Business Name: \_\_\_\_\_

Corporate Name: \_\_\_\_\_

Owner First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

Federal ID: \_\_\_\_\_ Event Dates: \_\_\_\_\_ to \_\_\_\_\_

Name of Event: \_\_\_\_\_

Mailing Address: (Attn) \_\_\_\_\_

(Street) \_\_\_\_\_

(City, State, Zip) \_\_\_\_\_

Contact Name: (First) \_\_\_\_\_ (Last) \_\_\_\_\_

(Attn) \_\_\_\_\_

(Street) \_\_\_\_\_

(City, State, Zip) \_\_\_\_\_

Phone: (with area code)(\_\_\_\_\_) - \_\_\_\_\_ Fax: (with area code)(\_\_\_\_\_) - \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Do you have a Hospitality Fee account with the City? \_\_\_\_\_ If yes, account # \_\_\_\_\_

Will you be returning to the City for a second event this year? \_\_\_\_\_

Are you exempt from South Carolina Admissions Tax? \_\_\_\_\_

If yes, attach a copy of your exemption certificate with this completed form.



# FIRE SAFETY TIPS FOR MOBILE COOKING OPERATIONS



## General

- Does your jurisdiction require a license or permit to operate (e.g. local fire/health department)?
- Is cooking equipment attended at all times?
- Are all required ventilation openings open during cooking operations?
- Is the cooking hood/ventilation system free from grease?
- Is the vehicle parked at least 10 feet from buildings, other vehicles, or combustibles?
- Is the vehicle parked so as not to block fire hydrants, fire lanes, fire department connections, exits, etc.?

## Training

- Are employees trained in proper use of cooking equipment?
- Are employees trained in how to shut-off fuel sources (e.g. propane, generators)?
- Are employees trained in how to notify the local fire department in an emergency?
- Are employees trained in proper storage, handling and fueling procedures?
- Are employees trained in how to perform a leak test and when one is needed?
- Are workers trained in the proper use of portable fire extinguishers and hood extinguishing system?

## Fire Protection

### PORTABLE FIRE EXTINGUISHERS

- Are portable fire extinguishers charged, not obstructed, and in operating condition?
- Are portable fire extinguisher located near the cooking appliance, solid fuel storage, and any portable energy source (e.g. generator)?

### Hood Fire Suppression System

- Is the hood fire suppression system charged and in operating condition?

### Fuel and Power Sources

#### PROPANE

- Is the propane system inspected prior to use?
- Are the propane tanks secured in an upright position?
- Are the propane tanks within their hydrostatic test date?
- Is the propane system in good condition, (i.e. no leaks, rust)?
- Has the propane system been leak tested?
- Has a leak test been performed when a new tank is installed, or a modification to the system has been made?
- Is documentation available for any leak test?
- Is the main shut-off marked, in plain view and easily assessable?
- Is the fuel supply shut off when not in use and while in transit?
- On gas system piping, is a flexible connector installed between the regulator outlet and the fixed piping system?



#### ELECTRICAL

- Is the electrical system and other equipment in good working condition?
- Are extension cords in good condition?
- Is the electrical system, including extension cords in accordance with the electrical code?

#### GENERATORS

- Are generators placed at least 10 feet from buildings, structures, vehicles and combustibles?
- Are generator exhausts directed away from mobile cooking vehicle, vehicles, buildings, structures, exits and openings?
- Are generators protected from contact by the public?
- Are fuel supplies properly stored?
- When refueling are the generators shut down, engine cooled and then refueled?

#### SOLID FUEL

- Is combustible solid fuel stored properly and away from combustibles or heat producing appliances?
- Are ashes, cinders, and other fire debris removed at the end of the day and stored in a proper container away from the vehicle, buildings and combustibles?

» This tip sheet provides some safety information to help advance safety of mobile and temporary cooking operations. It is not intended to be a comprehensive list of requirements for mobile and temporary cooking operations. You should check with your local jurisdiction for specific requirements. This tip sheet does not represent the official position of the NFPA or its Technical Committees. The NFPA disclaims liability for any personal injury, property, or other damages of any nature whatsoever resulting from the use of this information.