



Description of Event

- One Day Outdoor Gospel Music Festival on Ocean Blvd. (*Old Pavilion Site*) in Myrtle Beach, SC
- Saturday, September 7, 2019 from 8 am - 10 pm
- Free Admission to the Public. Music Entertainment and Limited Children Activities
- Anticipated attendance: 8,500 – 12,000+
- *Myrtle Beach Convention Center, 1000 Ocean Blvd., Myrtle Beach, SC 29577*
- *Myrtle Beach Convention Center, 877-333-3333*

Festival Information and Requirements: PLEASE READ CAREFULLY

Payment is due with application. Receipt of Application must be on or before is August 31, 2019. Vendor application does not guarantee a vendor space. Checks or Money Orders should be made payable to Coastal Broadcasting and mailed to Coastal Broadcasting, 447 Old Crane Road, 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

Saturday, September 7, 2019

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 Food Vendors Only Hospitality fee of \$200 to City of Myrtle Beach Business
Food Vendor - 10' x 10' Booth space	\$300.00 Flat FEE	Please see page 4 of this packet for instructions and contact information
Other Vendor	\$200.00 Flat FEE	
Non-Profits	Free (no SELLING)	
Food Trucks	\$400 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 August 31, 2019 /

Attention: Reggie Dyson Mail to: Coastal Broadcasting,

447 Old Crane Road, Little River, SC 29566

Drop off: Neighborhood Services Department, 937 Broadway Street,

Myrtle Beach, SC 29577

VENDOR SCHEDULE:

Saturday, September 7, 2019

Vendor Set-up 8:00 am - 12:00 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.