**2020 LOWER RICHLAND SWEET POTATO FESTIVAL AND ANNUAL PARADE**

P.O. BOX 507, HOPKINS SC 29061 (803) 776-2778

[www.lowerrichlandsweetpotatofest.com](http://www.lowerrichlandsweetpotatofest.com)

EVENT DATE: **APRIL 25, 2020 @ HOPKINS PARK**

EVENT ADDRESS: 6940 LOWER RICHLAND BOULEVARD HOPKINS, SC 29061

**2020 EVENT REQUEST APPLICATION DEADLINE (APRIL 10, 2020)**

* All vendors must be licensed, insured and adhere to all Richland County Fire Codes and regulations (see Fire Marshal checklist). Business License applications can be applied for at the Business Center located at 2020 Hampton Street, Columbia, SC.
* Please check above and sign below that you have read and understand the Fire Marshall regulations and Business license application requirements.
* Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Vendor(s) DO NOT have the option to choose set up location. Set-up location will be assigned by the committee in the order payment received in FULL.

**VENDOR SET UP TIME: 7:30 a.m. - 10:00 a.m. BREAK-DOWN TIME: After 6:00 p.m. ONLY ABSOLUTELY NO EARLY OR LATE SET-UP WILL BE PERMITTED.** (NOTE: All vehicles must be moved from the vendors’ area by 10:30 a.m.)

NAME:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Email Address:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

Telephone Number:(Home)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Cell:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**TYPE OF VENDOR:** (Please check applicable space)

(Check One) Food Vendor ($250 fee)\_\_\_\_\_\_\_\_\_\_\_\_\_\_Non-Food Vendor($100 fee)\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Limited Public Service/Non-Profit spaces are FREE\_\_\_\_\_\_\_(no sales permitted)

Make checks payable to: **Lower Richland Sweet Potato Festival**

Your area must be cleaned prior to leaving event and proper disposal of cooking oil and trash. If not properly disposed of may be subject to fines.

List Type of vendor:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Description of items selling:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Circle type and size of unit: Mobile size:\_\_\_\_\_\_\_\_\_\_\_\_\_Trailer size:\_\_\_\_\_\_\_\_\_\_Grill \_\_\_\_\_

Size of Tent (if applicable)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Description of free items or info to be distributed\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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* Any unit or trailers larger than 16’ or tents larger than 10 x 10 will be charged for 2 spaces.
* No tables, chairs, tents or electricity will be supplied by the facility. It is the responsibility of the vendor to supply these items and meet all fire marshal codes and regulations.
* The FULL amount is due by application deadline prior to the event. The amount is refunded in full if cancelled within 15 days prior to the event. No refunds after this time.

Vendor’s Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date\_\_\_\_\_\_\_\_\_\_

Amount Paid $\_\_\_\_\_\_\_Cash/Check/Money order \_\_\_\_\_Vendor number\_\_\_\_\_\_\_\_\_

Funded by Richland County Hospitality Tax Fund and Richland County Recreation Commission