



**2022 LOWER RICHLAND SWEET POTATO FESTIVAL AND ANNUAL PARADE**

**POST OFFICE BOX 507 HOPKINS SC 29061 (803) 776-2778**

**Website address: [www.lowerrichlandsweetpotatofest.com](http://www.lowerrichlandsweetpotatofest.com)**

**EVENT DATE: APRIL 30, 2022 @ HOPKINS PARK**

**EVENT ADDRESS: 6940 LOWER RICHLAND BOULEVARD HOPKINS, SC 29061**

**2022 EVENT REQUEST APPLICATION DEADLINE (APRIL 15, 2022)**

- All vendors must be licensed, insured and adhere to all Richland County Fire Codes and regulations (see attached event check list). 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.
- Covid-19 Guideline Waiver Form
- 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: 8:00 a.m. - 10:00 a.m. BREAK-DOWN TIME: After 6:00 p.m. 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 (\$300 fee) \_\_\_\_\_ Non-Food Vendor (\$150 fee) \_\_\_\_\_**

**Limited Public Service/Non-Profit spaces available: 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 items sold or free info to be distributed \_\_\_\_\_**

- 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**