



# Spring Festival

ABBEVILLE, S.C.

## 2023 Arts & Crafts Show | May 5-6, 2023 Small Food Vendors Application

Join us on the Square or in the Livery Stable for the 41<sup>st</sup> Spring Festival in Abbeville, SC.

Early Acceptance Deadline: March 10, 2023  
Late Acceptance Period: March 11-April 14, 2023

Contact: Austin Walker, Community Development Director  
864-366-5017 | [awalker@abbevillecitysc.com](mailto:awalker@abbevillecitysc.com)

### Policies & Guidelines

Read and review our policies and guidelines for the 2023 Abbeville Spring Festival. Information highlighted in red is new to this year's festival and should be taken into consideration. We look forward to reviewing your application.

#### Fees

- The fee for a Spring Festival craft vendor is \$75.
- We do offer a discount to vendors who would like to participate in both the Spring Festival and Hogs & Hens Festival (October 20-21, 2023). If you choose this option your total vendor fee, including both festivals, is \$100, with the full payment due upon your acceptance.
- A late fee of \$50 will be added to all applications received after March 10<sup>th</sup>, 2023.
- Vendors are encouraged to use either battery or solar power lights, however, limited power is available if requested and costs an additional \$50. Electricity is supplied on a first come first save basis and should only be used small things like string lights or a fan.
- **Applicable vendors in the small food category must remit the 2% Hospitality Tax on gross sales made during the festival in accordance with Ordinance 2-2008. Taxes and required reports must be remitted to the City of Abbeville Finance Office within 30 days of the event closes. Any taxes not timely remitted will be subject to a penalty of five percent (5%) per month penalty, charged on the original amount of tax due. Failure to pay taxes may result in the inability to vend at future events until such taxes are paid. For questions, contact our Finance Department at 864-366-5017, ext. 4.**

#### Application/Acceptance Process

- This year there are four separate applications. Please make sure you fill out the correct application. **You are currently filling out the Small Food category which includes prepackaged/baked good, ice cream and gelato. There are different applications for the following categories: arts & craft, for/nonprofit organizations, and regular food.**
- **One day vending slots are NOT permitted for this event. You must be able to set up on Friday morning and stay through Saturday night.**
- This is an outdoor festival, though we have limited indoor spots. Spaces are 10 feet wide by 10 feet deep. **ALL** parts of a vendor's tent, product, storage, etc. must be contained within the provided space.
- Each application is **REQUIRED** to submit a photo of booth set up and/or a list of items to be sold as well as acknowledgement of these polices and hold harmless agreement through signatures on our final page.
- Please allow us up to 12 business days to process your application. Submission of an application does not guarantee your acceptance. Please look for an email with the subject "2023 Abbeville Spring Festival Craft Show" that will have your acceptance or rejection letter.
- **Deadline for early acceptance into the show is March 10, 2023.** Any applications accepted *after* this date will be subject to the \$50 late fee. Absolutely no vendors will be accepted after April 14.
- Payments will not be processed until you receive your acceptance email. Once you receive your email of acceptance, you will be asked to verify acceptance and remit payment within 30 days. We accept card, cash, and check. Checks should be made out to the "City of Abbeville." Bounced checks will be required pay an additional \$25 fee.
- **Completed applications can be**
  - Mailed to PO Box 40 Abbeville, SC 29620 and must be postmarked by March 10<sup>th</sup> to be eligible for early acceptance.
  - Emailed to [AWalker@abbevillecitysc.com](mailto:AWalker@abbevillecitysc.com)
  - Filled out online at <http://www.abbevillecitysc.com/326/Craft-Vendor-Information>

#### Load-In & Out

- Vendor layout is at the discretion of the Community Development Department. We try to honor every request, but we must balance space, power, and visibility constraints to benefit the festival as a whole.
- Your specific load in time frame will be sent via email one week prior to the show. **Slot times will be staggered to facilitate an easier load in experience for all vendors. Failure to arrive during your designated time slot may result in the inability to drive your vehicle onto the square to unload.**
- We do not have specified vendor parking. All vendors must follow applicable state and local laws when it comes to parking.

#### Show Rules

- All vendors should be ready to serve by 1 p.m. on Friday and 10 a.m. on Saturday.
- Festival hours start at 1 p.m. Friday and 9 a.m. on Saturday, the festival ends at 10:30 p.m. both days. You may dismantle at the close of the craft show (9 p.m.) but we advise you bring hand trucks or wagons to move your materials to vehicles.
- Vendors may not "rent" their space or any part of it to anyone else. Only the vendor that submitted the entry may display and sell at the show.
- Tents are permitted, but not required. Any tent **MUST** be weighted down. Any damage your tent incurs on another vendor for improper stabilization will be between you and the other vendor.
- Unfortunately, we do not have the staff to offer vendors a break from their booth. Vendors should work with each other for booth coverage.
- Overnight security is not provided during the festival. The Livery Stable is locked at 10 p.m. on Friday. The Festival is not responsible for loss or damage for any reason.
- **No vehicles will be allowed on the square during festival hours.** You will not be able to drive onto the Square until the Festival ends, the streets are clear, and the green light has been given to you by public safety.
- There is no rain date for this event. The Festival will make every effort to accommodate inclement weather. **Refunds are not available for any reason including but not limited to rain, illness, time conflicts, etc.**
- Failure to comply with these policies, disorderly conduct, or verbal abuse by the vendor or assistants may negatively affect your chances of acceptance at future City events and may result in immediate expulsion from the show.

# 2023 Spring Festival Small Food Vendor Application

## General Information

Contact Person: \_\_\_\_\_ Business Name: \_\_\_\_\_

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

Phone: \_\_\_\_\_ Can we text you? Yes No

Social Media Handles: \_\_\_\_\_

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

City State Zip

SC DHEC License # \_\_\_\_\_

SC DOR License # \_\_\_\_\_

As this is an open festival with no public admission fee, you are required by the State of South Carolina to register for a license to collect and remit the SC Sales Tax before you can sell at our show. If you already have a license, please list it above. If you DO NOT have a SC license, please visit <https://dor.sc.gov/event-guide> for more information and <https://mydorway.dor.sc.gov/> to obtain your license. A retail license is \$50, and a craftsman license is \$20. We can accept you without the license, but you assume the risk of being shut down during our festival by SCDOR.

Have you vended at our show before? Yes No How long have you been vending in general? \_\_\_\_\_

Please list any special request you may have. We will try to accommodate you as best as possible, though there are no guarantees: \_\_\_\_\_

I have read and understand the policies and guidelines set forth on page 1.

## Category

Prepackaged Food	Baked Goods	Ice cream	Gelato	Shaved Ice
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\*Please make sure your goods follow all SCDHEC Cottage Food Laws where applicable: [https://scdhec.gov/sites/default/files/media/document/BEHS\\_CottageFoodLawGuide.pdf](https://scdhec.gov/sites/default/files/media/document/BEHS_CottageFoodLawGuide.pdf)

Please list general items you plan to sell and if you will package your product on site. Example: Cake, will slice on site or Cake, will bring slices in packaging. Candy, scoop and package onsite or Candy, will bring in sealed packages:

I understand that I will have to remit Hospitality Tax in accordance with Ordinance 2-2008 using the form attached on page three of this application.

## Location:

Please select your preferred location for the 2023 Spring Festival.

Square  Stable

I would like to receive a discount and reserve a spot at the 2023 Hogs and Hens Festival in October as well.

Square  Stable

## Power

Do you need power? (Limited quantities, \$50)  Yes  No

## Acceptance of Term and Liability Release

I agree by the policies and guidelines stated in this application along with any other the rules and regulations. I understand that all promotion of my items must take place within the confines of my booth. I understand that failure to comply with Festival guidelines, misrepresentation of products, disorderly conduct, or verbal abuse will result in immediate expulsion from the Festival and funds will not be refunded. I further understand that the City of Abbeville and all their representatives are not responsible or liable for damages including but not limited to, loss suffered before, during, or after each event I have applied to as a result of the display of my work, equipment, or material. I understand that there are no refunds or rain checks due to inclement weather. The City of Abbeville reserves the right to refuse booth space based on event guidelines. Any photos submitted with an application, or taken on behalf of the show of any vendors, are the sole property of the show.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

