



Spring Festival

ABBEVILLE, S.C.

2023 Food Vendor | May 4-6, 2023 Regular Food Application

Join us on the Square for the 41st Spring Festival in Abbeville, SC.

Deadline for Entry: February 13, 2023
Notification of Acceptance: February 15, 2023

Contact: Austin Walker, Community Development Director
864-366-5017 | 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 food vendor spot is based off amount of space required. Fee starts at \$200 for 15 feet and increases \$50 for every additional five (5) feet.
- Power is based on the amperage need, 15 amps is \$30, 30 amps is \$50, and 50 amps is \$100.
- Vendors who exceed the space requested in the application are subject to a \$50/per 5 feet cost for the inconvenience placed during the load in process.
- If your power needs are different than what you list in your application, you will be charged an additional \$50 to accommodate your needs. We plan our map based on the information you provide. When that information is not correct that can negatively impact the festival. the City cannot guarantee it will be able to honor any variations from what is submitted on this application. This will also negatively affect your chances of being accepted to future City events. (There are limited numbers of each type of plug and only so much amperage our lines can hold.)
- All 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

- Each application is **REQUIRED** to submit a photo of set up, a menu of items to be sold, proof of insurance with the City listed as additional insured, as well as acknowledgement of these polices and hold harmless agreement through signatures on our final page.
- The Festival reserves the right to reject certain menu items.
- Submission of an application does not guarantee your acceptance. Please look for an email with the subject "2023 Abbeville Spring Festival Food Vendors" that will have your acceptance or rejection letter on **February 15, 2023.**
- The City accepts vendors on a first come first serve basis, while ensuring a variety of vendors are included. We must also work with very tight space and power requirements.
- When filling out your application make sure that you measure your **ENTIRE** set up, including the tongue of your trailer. If you need more than 50 feet of space, please reach out to City Staff to discuss your options.
- 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 10th to be eligible for early acceptance.
 - Emailed to AWalker@abbevillecitysc.com
 - Filled out online at <http://www.abbevillecitysc.com/326/Craft-Vendor-Information>
- Unlike craft vendors, food vendors must fill out a separate application to be a vendor at Hogs and Hens, which will open June 16. All vendors who apply to Spring Festival or have applied to any festival in the past will be notified when this application opens.

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 and power constraints to benefit the festival as a whole.
- If accepted you will load in on Wednesday, May 3rd starting at 5 p.m.-7 p.m. If you are unable to make this time, note there will be no lift to assist you into your spot. Further instructions will accompany your acceptance letter.
- We do not have specified vendor parking. All vendors must follow applicable state and local laws when it comes to parking.
- All vendors must complete a fire inspection once load in is complete. You may opt to have the Fire Chief inspect your trailer before you load in as permits are good for up to one year, though it does not preclude you from periodic inspections throughout that year. Permits will be given on the basis of the 2018 International Fire Code Regulations, adopted by South Carolina in 2020. Please note that while you may have received a permit in other municipalities, Abbeville **MUST** issue its own permit yearly in accordance with the interpretation of the City's Fire Department. We strongly encouraged vendors to meet with the Abbeville City Fire Chief prior to the festival to gain their permit. Questions about the inspection should be directed to Abbeville City Fire Chief Chris Clemmons at clemmons@abbevillecitysc.com or at 864-366-9461.
- Vendors who fail to meet fire code, and therefore fail to gain their permit, will **NOT** be allowed to cook/serve **ANY** food from their food trucks/trailers. Absolutely **NO** refunds for your vending space will be given if you do not meet the fire code.
- You are required to bring at least 100 consecutive feet of quality, outdoor electrical cord.

Vending Rules

- All food vendors should be ready to serve by 5 p.m. on Thursday and Friday and 11 a.m. on Saturday.
- Festival hours start at 5 p.m. on Thursday, 1 p.m. on Friday, and 9 a.m. on Saturday. The festival ends at 10:30 p.m. each night.
- 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.
- Overnight security is not provided during the festival. 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.

Fire Code Requirements

Mobile food vendors have grown in popularity and have become a routine attraction at special events and local venues. Our goal is to ensure these operations are conducted in a safe manner to help ensure the continued operation of the business while reducing potential hazards that may threaten public safety. Routine inspections will be conducted for mobile food vendors to identify and eliminate basic fire hazards, educate vendors on potential hazards, while promoting a safe and livable community.

International Fire Code:

The 2018 International Fire Code (IFC) includes regulations for mobile food vendors and has been mandated for statewide adoption on January 1, 2020. A self-survey has been created (see page 2-3) to assist you with achieving and maintaining compliance with some of the common issues impacting mobile vendors. Some of the significant changes contained within the latest edition of the code include:

- Operations that produce grease-laden vapors will require the installation of an exhaust hood that is protected by an automatic fire extinguishing system.
- LP-gas alarms listed and marked as suitable for use in vehicles will be required in vehicles near LP-gas components. UL 1484 listing is recommended and will become a requirement in future versions of the code.
- Fuel gas systems shall be inspected annually by an approved inspection agency. Once the inspection takes place and passed, a sticker must be placed on the gas system indicating the name of the inspection agency and the date the satisfactory inspection took place.
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For additional information please review the NFPA Food Truck Safety Fact Sheet. <https://www.nfpa.org/-/media/Files/Public-Education/By-topic/Food-trucks/FoodTruckFactSheet.pdf>

Mobile Food Vendor Fire Safety Self-Survey

This document is provided as a courtesy to assist you with identifying routine fire safety issues and general compliance but may not be all inclusive. These surveys improve safety by eliminating basic fire hazards, educating employees on hazards, and help ensure a safe and livable community. The list below is intended to act as a guide to help you begin promoting fire safety.

A. SETUP	N/A	YES	NO
1. Ensure that emergency access routes are free and unimpeded to allow for emergency personnel to gain access.			
2. Confirm the mobile food vendor is located at least 10 feet from other mobile food vendors.			
3. Verify the mobile food vendor is located at least 10 feet from other buildings.			
4. Mobile food vendor located at least 10 feet from hydrants.			
B. GENERATOR	N/A	YES	NO
5. The generator must be located at least 10 feet from hydrants.			
6. Generator is setup in a way that keeps the fumes from the surrounding buildings and vendors.			
7. If refueling is necessary, establish a refueling plan for the generators or similar items.			
8. Onsite fuel kept in an approved safety can or removed from the area.			

C. PROPANE	N/A	YES	NO
9. Ensure that all propane tanks are properly mounted or secured while in use or in the general area.			
10. The propane shutoff valves must always be accessible to ensure they can be utilized if needed.			
11. Propane hoses and connections must be in good repair and free from leaks.			
12. Gas cooking appliances shall be secured in place and connected to fuel-supply pipping with an appliance connector complying with ANSI Z21.69/CSA 6.16. The connector installation shall be configured in accordance with the manufacturers installation instructions.			
13. The maximum aggregate capacity of LP-gas containers transported on the vehicle shall not exceed 200 pounds.			
14. A listed LP-gas alarm is installed near LP-gas components per manufacturer's instructions.			
15. LP-gas containers have been inspected by an approved inspection agency			

D. ELECTRICAL	N/A	YES	NO
16. Extension cords are only used on a temporary basis, only for portable items, never in place of permanent wiring.			
17. Breaker box does not have any open slots or circuits, circuits are clearly labeled, breaker covers remain closed.			
18. All electrical junction box covers, outlet covers, and switch plates are secured in place.			
19. Electrical panel must always be kept clear and accessible.			
20. Extension cords must be in good repair, free from damage to the cord or plugs			
21. Grounding must take place when required during the use of an extension cord.			

E. EXIT PATH	N/A	YES	NO
22. The egress path must always be clear of any obstructions to include during food preparation and serving.			
23. The egress path from the mobile food vendor must be clearly recognizable and clear of any tripping hazards.			
24. Doors serving as the exit discharge from the mobile food vendor must open completely with ease.			
25. Adequate path must be provided to the public right of way when exiting the mobile food vehicle.			

F. FIRE EXTINGUISHER	N/A	YES	NO
26. When cooking operations are taking place a minimum 2A:10BC fire extinguisher is required.			
27. When cooking operations produce grease laded vapors, one 1.5-gallon Type "K" extinguisher is required.			
28. Deep frying: one 1.5-gallon Type "K" extinguisher is required for every 4 fryers with an oil capacity of 80 pounds.			
29. All fire extinguishers must be appropriately visible, accessible, distributed, mounted, and inspected.			

G. KITCHEN HOOD	N/A	YES	NO
30. The hood exhaust must be clear of trees or any other obstructions, additionally the fan must be running when cooking.			
31. Hood exhaust system must be cleaned, operational, & tagged by a qualified vendor (report maintained in the vehicle).			
32. Hood suppression inspected & tagged by a qualified vendor within the last 6 months (report maintained in the vehicle).			

H. COOKING OIL	N/A	YES	NO
33. Cooking oil storage containers within mobile food preparation vehicles shall have a maximum aggregate volume not more than 120 gallons and shall not be stored in such a way as to be toppled or damaged during transport.			

I. GENERAL	N/A	YES	NO
34. Ensure the cooking surface is clean/free of combustible materials.			
35. Storage, stock, etc. is orderly and not excessive in nature ensuring that items do not become a safety concern.			

2023 Spring Festival 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 a 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 1-3.
- 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.

Category

BBQ	Concessions	Dessert	Mexican/Spanish
Frozen Treats	Asian	Greek	Breakfast

Space

On the next page, please choose the space option that will encompass your **ENTIRE** set up. To be accurate, include the tongue of your trailer. As a reminder, **Vendors who exceed their selected amount of space will be responsible for additional costs. (\$50 per five feet).**



Space Continued

- 15 ft. | \$200
- 20 ft. | \$250
- 25 ft. | \$300
- 30 ft. | \$350
- 35 ft. | \$400
- 40 ft. | \$450
- 45 ft. | \$500
- 50 ft. \$550

What best describes your set up?

- Truck
- Trailer
- Tent
- Cart

If a Truck or Tailer, what side to you serve from?

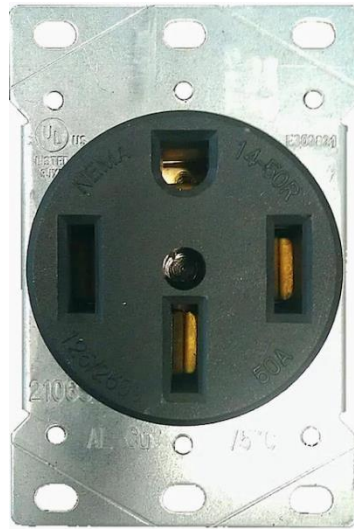
- Left
- Right

Power

Power is available in either 15 amps, 30 amps, or 50 amps. Please refer to the receptacles below to determine which power source you will need. If you have further questions regarding power, reach out to City Staff as soon as possible. All vendors must bring 100 consecutive feet of quality, outdoor electrical cord.



30 amp



50 amp

Please select your power needs:

- 15 amps | \$30
- 30 amps (two, 15 amp plugs) | \$50
- 30 amps (true 30 amp plug) | \$50
- 50 amps | \$100

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: _____

