



Dear Interested Vendor,

First and foremost, we thank you for your interest in the Main Street Latin Festival. Last year's event drew almost 20,000 people over one day, and we are looking for even more growth this year!

As we predicted, by not charging an admission charge we brought double the attendance to the festival. This worked wonderfully for vendors! We believe that by not charging an entrance fee will encourage not only many more people to attend the event itself, but there will be more funds available to spend with you, our vendors!

The Main Street Latin Festival will be held **Saturday, August 26, 2017 from 11am to 10pm.**

Please look over the information in the following agreement carefully and thoroughly and return

your application as soon as you are able. Booths will be sold on a first-come, first-serve basis. Once the spaces are full, they are full! Last minute additions will not be granted.

Please note: We will be not be selling tickets for food and non-food purchases. You will be totally responsible for your own cash sales.

The deadline for submitting your application is **August 14, 2017**

We are looking forward to having you at the **2017 Main Street Latin Festival!!**

Sincerely,

Genaro Padilla
GG Productions
2829 Leaphart Road
West Columbia, SC 29169
Office 803-939-0360
Cell 803-348-0749
Fax 803-939-0360

Booth Activities/Displays

Vendors will be permitted to sell non-alcoholic beverages (water, soda, lemonade, etc) at the 2017 Main Street Latin Festival.

Cleaning Fee

A cleaning fee will be required at the time you submit your application. The cleaning fee is an additional fee to Vendor Fees, and the deposit requirements are as follows:

- Non-Food Vendors: \$50
- Food Vendors: \$100

A separate check is required for the cleaning fee. This check will be kept on hold until the end of the evening and management verifies that your area is left clean. This deposit will be refundable if the area is left clean at the discretion of management.

Please bring plenty of garbage bags to dispose of all remaining food and all other garbage. All items to be disposed, including food, **MUST** be placed in plastic bags prior to disposing into the dumpster, according to DHEC regulations. The working area or back of the booth should remain clean at all times. If not kept clean, vendor may be subject to a warning and / or closing of the booth with no refund at management's discretion. You will be advised the day of the event by one of the MSLF staff members where all garbage should be disposed.

Booth Setup, Maintenance, and Dismantling

- Setup may begin at 6am and must be completed by 10am to allow for proper inspections prior to the start of the festival. You may not be allowed on festival grounds after setup time has passed.
- Vendors are required to adequately staff their booth during *all* hours of the festival
- Displays cannot extend beyond the dimensions reserved by the vendor. Cords, ropes, wires, etc. must be placed behind or under your table and away from traffic.
- We prefer that you use a table covering for eye appeal and to hide boxes and storage items.
- Political campaigners/activists are not permitted
- Vendor displays and activities **MUST** be limited to the space, product, and service for which the vendor has outlined in the application.
- Vendors will **NOT** be allowed under any circumstances to bring vehicles onto the festival grounds until after the festival is over in order to protect the safety of those in attendance.

Signage

Vendors are allowed a maximum of four (4) banners to be contained within their designated booth area. All vendors are required to post two (2) banners.

Electricity

No more than (1) regular 110 a/c sockets will be provided for booths. The main stage will be illuminated as necessary, but we recommend that you bring your lighting system to satisfy your needs, as well as a 100' extension cords approved for outdoor use and duct tape to tape the extension cords to the ground. All vendors MUST duct tape their extension cords to the ground. Cords not approved for outdoor use will not be allowed. We recommend you also bring multiple power strips.

Food Vendor Requirements

South Carolina regulations require that all food vendors have the following on hand during the festival:

- **Fire retardant tent covering.** All tents are included in the vendor package you choose and all are fire retardant.
- **Hand washing station.** It is not necessary to have a specialized station for hand washing. The image below is an excerpt from the DHEC Special Event Regulations pamphlet that describes adequate hand washing station. The full pamphlet will be issued with your vendor package upon approval of your application. Adequate measures must be taken to ensure clean hands. When a hand washing lavatory is not available, a container of water with a spigot, soap, and disposable towels should be used. Use of disposable food-handling gloves, moist-type single service towels, and hand sanitizers are encouraged in addition to hand washing.
- **Fire Extinguisher.** If you are using electrical or gas equipment for cooking, you must bring a fire extinguisher. Extinguishers must be rated Class A-B-C to extinguish Ordinary Combustibles (Class A), Flammable Liquids (Class B), and Electrical Equipment (Class C).
- **Food Thermometer.** If you are cooking on-site, you MUST bring a food thermometer that is capable of reading temperatures from 0F to 155F.
- **Insurance & Business License.** All food vendors must have proof of insurance and a valid business license.



Information About Your Booth:

- Propane cooking tanks must have a 10' hose, which can then be laid on the ground at least 6' away from the cooking appliance.
- No water connections will be available.
- A DHEC inspector will be on hand prior to the start of the event to ensure that all regulations pertaining to Special Event food service are being followed. **Main Street Latin Festival , and GG Productions will not refund any vendor fees or deposits should you fail to meet DHEC regulations and be shut down.**
- A Fire Marshall will also be performing an inspection for all safety hazards. **Main Street Latin Festival, and GG Productions will not refund any vendor fees or deposits should you be shut down by the City Fire Marshall.**

Licensing, Permits, Sales Tax

By law it is required by GG Productions to register all the vendors to The City of Columbia prior to the event.

SALES TAX

All Non-Food and Food Vendors shall be solely responsible for collecting and reporting sales tax. We recommend including sales tax in the price of your products. Appropriate forms will be issued with your Vendor Package and or can be downloaded from www.sctax.org in the sales and use option. Form ST3 for Food and Non Food Vendors.

HOSPITALITY TAX

All Food Vendors shall be solely responsible for reporting their Hospitality Taxes with the State of SC and The City of Columbia. Both forms will be issued with your vendor package and or can be downloaded from www.sctax.org in the sales and use option form ST3-89.

INSURANCE

Liability insurance, if desired, must be purchased at the Vendor's expense. See INDEMNITY.

LICENSING

If you are participating in festivals vending year-round in South Carolina, you will need to register with the South Carolina Department of Revenue for sales tax purposes. If you are participating in ONLY the Main Street Latin Festival, you can file a one time Sales Tax return. Food Vendors are required by the City of Columbia to pay Hospitality Taxes Form ST3-89 Pg. 5. This form will Also be issued with your Vendor Package and or can be downloaded from www.sctax.org in the sales and use option.

INDEMNITY

Main Street Latin Festival, GG Productions Inc., and the City of Columbia reserve the right to reject any displays to include artwork, crafts and / or foods that, at its own discretion, may find unsuitable for the event or ask the Vendor to leave the Event. Each Vendor shall indemnify and hold harmless Main Street Latin Festival , GG Productions Inc., its officers directors and agents, The City of Columbia, South Carolina Hispanic Outreach, advertisers and sponsors, for all liability that may ensue form any cause including, but not limited to, accident, personal injury, loss of life to attendees, invitees, guests, Exhibitors, their agents and employees, including loss or damage to personal property (including artisan crafts).

GOVERNING LAW

The Laws of the State of South Carolina govern this Agreement. The parties agree to, in the event of a dispute, pursue methods of alternative dispute resolution such as mediation and arbitration prior to Initiating any legal action.

Failure to follow any of the requirements listed above will and can result in immediate removal from the festival grounds without reimbursements of any kind.



Vendor Application

Please complete the application below and submit, with vendor fees and cleaning deposit, no later than August 14, 2017.

Vendor Information

Business Name: _____ Contact Name: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Email: _____

What Items Will You Be Selling: _____

Booth Selection

Food Vendors

- Small Booth - \$850
10' x 10' Tent, 6' Table, Chair
- Medium Booth - \$950
15' x 15' Tent, (2) 6' Tables, (4) Chairs
- Additional table and (2) chairs - \$10

Non-Food Vendors (souvenirs)

- Small Booth - \$550
10' x 10' Tent, 6' Table, Chair
- Medium Booth - \$650
15' x 15' Tent, (2) 6' Tables, (4) Chairs
- Additional table and (2) chairs - \$10

Event Cancellation

If GG Productions Inc. is prevented from holding the event for any reason beyond its control to include, but not limited to: riots, strikes, acts of government, acts of God (Rain, Thunderstorms, Tropical Storms, Hurricanes, Tornados, Earthquakes) or if a vendor cannot occupy their space due to reasons beyond management's control: GG Productions Inc. has the right to cancel or shut down the event early or any part thereof, with no further liability to the exhibitor and with no refunds of vendor fees of any kind. GG Productions will notify you in writing should any City Official require to cancel or close the event early.



Vendor Agreement

Please initial next to each line below to confirm that you have read and understand the terms of the vendor agreement:

_____ The terms of the entire enclosed agreement

_____ I will NOT be allowed on festival grounds after setup time has passed and will not be allowed to break down my booth before the end of the festival

_____ I agree to the booth setup safety requirements

_____ Violations of any terms in the agreement will result in immediate closing of my booth. Should my booth be closed for any violation of the terms of this agreement, I will forfeit any fees paid and will be prohibited to attend any future events produced by GG Productions.

_____ Should GG Productions cancel or shut down the festival early due to reasons out of their control, I will not hold GG Productions responsible and my vendor fees will not be refunded.

Signature: _____ Date: _____

Payment/Submission Instructions

Mail this form with two separate payments (vendor fee + cleaning deposit) to:

GG Productions

2829 Leaphart Road

West Columbia, SC 29169



Vendor Checklist

The 2017 Main Street Latin Festival is held on the 1400 block of Main Street, downtown Columbia, SC – directly in front of the Marriott Hotel.

Setup Time: 6:00 am – 10:00 am. Setup must be complete by 10am to allow for proper inspections prior to the start of the event.

Entrance: All vendors are required to enter through Sumter Street or Lady Street onto Washington Street where a MSLF staff member will direct you.

Items to Bring:

- Trash bags
- Table coverings
- Banners (at least 2, up to 4)
- At least 2 menus with price lists
- Lighting system
- 100' outdoor-rated extension cord
- Duct Tape (to tape extension cord to the ground)
- Multiple power strips
- Food handling gloves
- Fire Extinguisher (rated class ABC)
- A tarp that covers the ground where the vendor is located to prevent oil/grease spills on the sidewalk and space used by food vendors.