

North Charleston ARTS FESTIVAL

May 4-12, 2012

Food Vendor

Main Event - Sat., May 5 & Sun., May 6

North Charleston Performing Arts Center and
Charleston Area Convention Center Complex

TERMS & REGULATIONS

- Applicant must be age 18 and up.
- Open to for-profit groups, businesses, individuals and non-profit organizations.
- A Food Booth set-up may be up to 15' x 15' or a mobile food service rig. One vendor per space. Vendors may purchase additional booth space.
- Vendors are responsible for providing all equipment necessary to prepare and sell their food items - including any tables, chairs, tents, canopies, and heavy cardboard to protect concrete and grass from spills or splatter.
- Vendors selling similar food items will be limited.
- Food items must be reasonably priced, with menu and prices clearly displayed at all times. Failure to comply will result in immediate shut-down.
- No alcoholic beverages may be sold.
- All cooking devices must meet Fire Safety codes.
- Vendors will be located adjacent to the outdoor dining area and Food Courtyard Stage. No loud generators or devices creating sound interference with stage performances allowed.
- Limited water and electrical outlets available - requests given priority based on application date. Vendors must provide their own heavy-duty exterior extension cords to accommodate a max of 50 amps (limit one) of electrical service and water hoses if connecting to an outdoor water faucet. All cords and hoses must be taped down and run so as to not cause a trip hazard.
- The South Carolina Health Dept. has specific regulations regarding the preparation and service of food products for public consumption. Vendors must abide by DHEC's guidelines and requirements - an inspector may be on site to ensure compliance. Visit scdhec.gov for complete rules regarding "Food Service at Special Events". It is the vendor's responsibility to fully comply.

TERMS & REGULATIONS CONTINUED

- Vendors are responsible for collecting/remitting appropriate state sales taxes and/or fees.
- Security will be provided; however, each vendor is responsible for booth items/personal property. Booths must be covered if food service items are left overnight on Saturday.
- Sponsor reserves the right to limit or select vendors to ensure a variety of items and prices.
- Sponsor reserves the right to photograph for publicity purposes.
- Sponsor reserves the right to refuse an application or applicant on site that fails to meet criteria.
- Sponsor reserves the right to immediately close down a vendor at any time for damages or lack of compliance. No refund-damages paid by vendor.
- By submission of application, the vendor accepts all terms and regulations set forth in this prospectus.

APPLICATION PROCESS

- Deadline: Friday, April 13, 2012 - 5:00pm
- Complete Vendor Application – print clearly.
- A complete list of menu items and actual prices must be submitted with application.
- Submit photo of actual Food Booth set-up.
- Apply early - limited spaces available.
- Applications received after the deadline or after all spaces have been filled will be put on a waiting list and contacted only if space becomes available.
- Mail application and non-refundable booth fee to:
 City of North Charleston
 Cultural Arts Department
 PO Box 190016
 North Charleston, SC 29419-9016
 or hand deliver to:
 Cultural Arts Dept. offices, 2nd Floor
 North Charleston City Hall
 2500 City Hall Lane
 North Charleston, SC 29406
- A receipt for your booth space fee will be mailed following the processing of your application/fees. This receipt will confirm your acceptance as a Food Vendor.
- Checks will be returned to applicants who have not been accepted.
- A letter with important details will be mailed to accepted vendors 7-10 days prior to the Festival.

ARTS FESTIVAL SCHEDULE

MAIN EVENT WEEKEND: May 5 & 6

Free admission and parking to a fabulous array of visual and performing arts activities. Enjoy art, photo and fine craft exhibits, music and dance performances, children's activities, gem show, art & craft booths, and outdoor food courtyard, and more!

The Festival Food Courtyard, located in the outdoor area between the North Charleston Coliseum and the Charleston Area Convention Center, provides patrons a variety of delicious selections during the Main Event. The Food Courtyard Stage creates a wonderful outdoor setting for having lunch while listening to some great bands perform. Tables, chairs, and umbrellas are provided for patrons to enjoy music with their meal.

Food Vendor Schedule:

Saturday, May 5

Set Up	7:30am - 9:30am
Vendor hours	10:00am - 4:00am
Breakdown (optional)	4:00pm – Until

Sunday, May 6 (optional)

(Note: Preference will be given to 2 day participants)

Set Up	1:00pm - 2:00pm
Vendor hours	2:00pm - 5:00pm
Breakdown	5:00pm - Until

INDIVIDUAL EVENTS: May 4-12, 2012

Free and ticketed events take place throughout the festival at various locations around North Charleston. Events include street dances, concerts, art workshops, demonstrations, art walk, dinner theatre, National Outdoor Sculpture Exhibition, and the Grand Finale.

SET-UP AND BREAK-DOWN SCHEDULE

- All booth spaces will be assigned by 7:30am on Saturday, May 5.
- Food Vendor Coordinators will be onsite to assist vendors in locating their assigned booth spaces. Upon arrival, please check-in, do not begin set-up until you have confirmed your assigned site with a Booth Coordinator.
- Saturday set-up must be completed by 9:30am. and vehicles moved by 10:00am.
- Saturday breakdown is no earlier than 4:00pm.
- Sunday set-up must be completed by 2:00pm.
- Sunday breakdown is no earlier than 5:00pm.

FOOD VENDOR APPLICATION

Name _____

Indicate Business or Organization name below (If applicable):

Street _____

City/State/Zip _____

Phone _____ (W) _____

Type of food: _____

Attach menu and price list.

Size of concession area/tent/trailer/cooking rig is:
 _____Depth _____Width _____Height

Attach photo of booth set-up or mobile service rig.

Limited water/specify needs: __Access __Connection

Limited electrical/specify needs: _____

Please check and submit appropriate Booth Fee.

Booth fee is for both days, Sunday is optional.

____ For-Profit Group or Business	\$110
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____ For-Profit Individual	\$90
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____ Non-Profit Organization	\$70
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Non-Profit Tax ID#: _____

Entry fee is paid by credit card, or check payable to
City of North Charleston. Non-refundable.

Credit Card # _____

Expiration Date: _____ Visa/MC/Am. Express only.

I will operate my booth on the following days.

Preference will be given to vendors staying both days.

____ Sat. 5/5 ____ Sun. 5/6 ____ Both days

Previous participants may request (but are not guaranteed) the same booth space as last year.
 Describe location: _____

I accept all conditions set forth in this prospectus:

Signature _____	Date _____
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 For Office Use Only FV# _____:

Date Application Received: _____

Accepted: Y or N

Amount/Form of Payment: _____

Receipt #: _____ Date: _____

Date Receipt Mailed or Check Returned: _____

Date Details Mailed: _____

North Charleston
ARTS FESTIVAL
 May 4-12, 2012
 Main Event, Sat., May 5 & Sun., May 6
Call For Food Vendors

Application Deadline: Friday, April 13, 2012 by 5:00pm



RETURN SERVICE REQUESTED

PO Box 190016 • North Charleston, SC • 29419-9016

City of North Charleston
 Cultural Arts Department • 710

Place
Stamp
Here

North Charleston
ARTS FESTIVAL
 May 4-12, 2012
Food Vendor

Main Event - Sat., May 5 & Sun., May 6
 North Charleston Performing Arts Center and
 Charleston Area Convention Center Complex

Businesses, groups, individuals, and non-profit organizations are invited to submit a Food Vendor Application for participation in the 2012 North Charleston Arts Festival Main Event Weekend, Saturday, May 5, and Sunday, May 6. Vendors may offer snacks, beverages, specialty food items, or full menu selections in the outdoor Food Courtyard at the Charleston Area Convention Center Complex.

The North Charleston Arts Festival is one of the most comprehensive arts festivals in the state, drawing over 30,000 visitors annually to participate in a fabulous, multidiscipline nine-day event. The Main Event Weekend offers free parking & admission to 40+ performances from national, regional, and local professional performers, ethnic and cultural groups, bands, magicians, dancers, theater groups, jugglers, storytellers, and more. Other activities include fine art and photography shows, the SC Palmetto Hands statewide fine craft exhibit, a Gem & Mineral show, activities for kids at Box City and Creation Stations, and an outdoor Food Courtyard. The Festival Week is packed with an array of free and ticketed events including street dances, concerts, children's activities, art workshops, a National Outdoor Sculpture Exhibit, theatre performances, and the Grand Finale.

Visit the City's website to view festival details and updates, including downloadable applications for Judged Art, Photography, Youth Art, SC Palmetto Hands Fine Craft, and National Outdoor Sculpture competitions; Arts & Crafts Booths; and Volunteers.

Web: northcharleston.org
 Phone (843) 740-5854

E-mail: culturalarts@northcharleston.org

The North Charleston Cultural Arts Department is the recipient of the 2000 Elizabeth O'Neill Verner Award for the Arts and receives support from the National Endowment for the Arts, SC Arts Commission, and the corporate community. The North Charleston Arts Festival was named a "Top 20 Event" by the Southeastern Tourism Society.

DIRECTIONS FOR UNLOADING

Set-up starts at 7:30am

- Enter Complex at Coliseum Drive, just off of International Blvd., near the Embassy Suites Hotel.
- Pass Parking Attendant Booth and bear to your left. Proceed to the curb-cut (to your immediate right) between the North Charleston Coliseum and the Charleston Area Convention Center. Large rigs will be loaded in first, smaller cooking units & table set-ups will fill in spaces as assigned.
- Check in with Food Vendor Coordinator on site before moving into place. Unloading and service area set up must be completed before 9:30am, with vehicles parked by 10:00am. The Festival provides tables, chairs, and umbrellas for guests.
- Electric cords & water hoses must be taped down.
- Bring heavy cardboard to place on the concrete/grass to avoid grease or food stains.
- Keep your service area safe, clean, neat and prepared for inspection by Health Department, Fire Department, or Complex Staff at any time. Non-compliance of codes or regulations will result in an immediate shut-down of services.

