

# CITY OF NORTH CHARLESTON

## CHRISTMAS FESTIVAL FOOD VENDOR APPLICATION

Saturday, December 7, 2019

Set Up 1:00-2:00pm | Event 4-8pm | Breakdown 8:00pm

Felix C. Davis Community Center Grounds

Deadline for this application is 5:00pm on Friday, November 15, 2019

### PARTICIPATION TERMS AND REGULATIONS

- 🏠 This application is open to food vendors 18 and up.
- 🏠 All vendors must have a South Carolina tax revenue number and are responsible for collecting/remitting appropriate state sales taxes and/or fees.
- 🏠 Signed Hold Harmless Agreements should be returned with initial application.
- 🏠 Upon acceptance, food vendors must provide a Certificate of Insurance (minimum of \$1,000,000), acceptable to the City in nature, financial strength, and contract terms. Please note that the City of North Charleston, 4800 Park Circle., event employees must be listed as additional insured's.
- 🏠 Sponsor reserves the right to curate and limit vendors to ensure a variety of items and price points.
- 🏠 Food items must be reasonably priced, with menu and prices clearly displayed at all times.
- 🏠 No alcoholic beverages may be sold.
- 🏠 Vendors who will be doing any type of cooking shall be in compliance with local fire department codes and regulations. For more information contact the N. Charleston Fire Department at (843) 740-2622.
- 🏠 Vendors must abide by SCDHEC's guidelines and requirements. Keep your area safe, clean, neat and prepared for inspection. Visit [www.scdhec.gov](http://www.scdhec.gov) for complete rules regarding 'Food Service at Special Events'.
- 🏠 Vendor load in is from 1pm-2pm using the designated Durant Avenue entrance. Non-service vehicles must be moved to general parking by 2pm when police begin a security sweep of the event grounds.
- 🏠 After the security sweep at 2pm vendors who wish to enter the event grounds will be subject to a thorough police search in order to maintain the safety of the area.
- 🏠 Vendor spaces are outdoors. Vendors must be self-contained and bring all equipment including generator, lights, water, tent, tables, trash bags, etc.
- 🏠 Vendor spaces must be manned at all times. No early breakdowns.
- 🏠 Vendors are responsible for managing trash in their area. Please bag trash for the city sanitation staff to pick up. Do not overstuff public trashcans.
- 🏠 Items deemed unsuitable for public display will be removed. Sponsor reserves the right to refuse an applicant on site that fails to meet the criteria/compliance or for damages. No refund. Damages paid by vendor.
- 🏠 Sponsor reserves the right to photograph for publicity.

**For the safety of parade and festival participants, the outer traffic lanes of Park Circle will be blocked by Police starting at 2:00pm. If you arrive late, your vehicle will be subject to police search and your spot may become inaccessible. No refunds.**

# North Charleston Holiday Market Vendor Application

Due by 5pm on Friday, November 15, 2019

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

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Street Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_

Zip: \_\_\_\_\_ Facebook/Instagram: \_\_\_\_\_ SC Tax Revenue # \_\_\_\_\_

List all items that will be sold at your booth. Submit photos of products as an attachment

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If you offer the following, check all that apply:

Vegetarian Items       Kid's Menu       Dessert

Food carts with single-item menu pay \$50 \_\_\_\_\_ Food trucks and carts with full-service menu pay \$100 \_\_\_\_\_

List information for SCDHEC certified preparation kitchen:

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

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_

Size of concession area/tent/trailer/cooking rig is: \_\_\_\_\_ Depth \_\_\_\_\_ Width \_\_\_\_\_ Height \_\_\_\_\_

If accepted, the non-refundable vendor fee of \$50 for single-item menus and \$100 for full-service menus may be paid by credit card, check, or cash. Credit card payments can be made by following an online link provided in the acceptance email. Make checks payable to "City of North Charleston" and mail to City of North Charleston Cultural Arts Dept. PO Box 190016, North Charleston, SC 29419. Cash must be paid in person at the Cultural Arts Dept. office on the 2nd Floor of North Charleston City Hall (2500 City Hall Lane, North Charleston, SC 29406).

*I have read and understand the rules and guidelines set forth by the City of North Charleston Christmas Festival Committee regarding the Holiday Market. The City of North Charleston is not responsible for any equipment or supplies left on the premises before or after the event. By signing and submitting this application, the applicant accepts all conditions set forth in the registration form.*

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Mail completed application to:**  
City of North Charleston Cultural Arts Dept.  
PO Box 190016, North Charleston, SC 29419

**E-mail completed application to:**  
mmartin@northcharleston.org

**Hand deliver application to:**  
City of North Charleston Cultural Arts Dept.  
North Charleston City Hall, 2<sup>nd</sup> floor  
2500 City Hall Ln, North Charleston, SC 29406

# CITY OF NORTH CHARLESTON

## CHRISTMAS FESTIVAL FOOD VENDOR HOLD HARMLESS AGREEMENT

Vendor understands and acknowledges that the City of North Charleston has no responsibility for the quality, preparation or storage of any beverages or food product to be sampled or dispensed by the vendor. Vendor must comply with all laws, rules and regulations applicable to the purchase, storage, and preparation/dispensing of the beverages and food products covered by this agreement. Vendor shall indemnify, defend and hold the City of North Charleston and their respective officers, owners, directors, employees, agents and affiliates harmless from and against any and all suits, claims, liabilities, judgments expenses (including attorney's fees and court costs), damages or losses, arising from the sampling, preparation, storage or dispensing of beverages and/or food products at the event.

Vendor/Business Name: \_\_\_\_\_

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

Phone: \_\_\_\_\_

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

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

Print Name: \_\_\_\_\_

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

This signed Hold Harmless Agreement must be returned with initial City of North Charleston Christmas Festival Food Vendor application for the application to be considered.

**Mail completed agreement to:**  
City of North Charleston Cultural Arts Dept.  
PO Box 190016, North Charleston, SC 29419

**E-mail completed agreement to:**  
mmartin@northcharleston.org

**Hand deliver agreement to:**  
City of North Charleston Cultural Arts Dept.  
North Charleston City Hall, 2<sup>nd</sup> floor  
2500 City Hall Ln, North Charleston, SC