

SIMPSONVILLE WEDDING DISTRICT SPRING MARKET VENDOR APPLICATION

Coordinated by the Simpsonville Wedding District and **SIMPSONVILLE AREA CHAMBER OF COMMERCE**

Thursday, April 14th, 6:00PM-9:00PM

Downtown by the Clock Tower, Simpsonville

General Policies and Information

ACCEPTANCE GUIDELINES

- Applications will be reviewed and voted on by the Simpsonville Wedding District Spring Market's Vendor Committee. All decisions are at the discretion of this committee and Chamber staff.
- Completed applications and payment must be received by April 7th, 2016 to hold your space.
- Once you have been accepted as a Simpsonville Wedding District Spring Market vendor by Chamber staff and event committee, your entry fee is non-refundable.
- Behavior by vendors, their family members, or employers that is disruptive, abusive, or threatening towards other members, the public, or staff members is prohibited. Behavior that is verbally or physically abusive, dangerous, or disruptive to Event activities also will not be tolerated, and may result in immediate termination of the vendors or their marketing/selling rights.
- Clean-up: Vendors are responsible for leaving their area free of garbage. Failure to follow this policy will give the Chamber the right to prohibit vendor from marketing/selling at any future events.
- This Application is for non-food vendors only. If you are interested in serving or selling food, please contact Chamber staff.
- If your business would like to provide a raffle item or door prize for the event please contact the Chamber staff.

LOCATION OF EVENT

The event will take place at the Simpsonville Clock Tower located at N. Main & W. Curtis Street. Please note that loading/unloading spaces will be available directly near the event ONLY during the specified set-up times.

DATE AND TIME

- Thursday, April 14th 6:00pm-9:00pm
- Vendor Arrival and Setup will be from 3:00pm-5:45pm *Vendors must be operational by 5:45pm*
- Event will begin for guests at 6:00pm
- Vendors must remain intact until 9:00pm

ENTRY FEES

- Vendor Fee
 - Simpsonville Chamber Wedding District Member: \$20.00
 - Non-Simpsonville Chamber Wedding District Member: \$40.00
- Optional Power Fee: \$25.00
 - 110 Power is available at a limited number of booth spaces.
 - Vendor will need to bring a 50' extension cord if paying for power.
- Optional Vendor License Fee with City: \$25.00
 - ***ONLY NEEDED FOR VENDORS SELLING ITEMS ON-SITE***
 - The Special Event Vendor License is included at the end of the application. If required, follow the instructions on that page and include a \$25 check payable to the City of Simpsonville in your application packet.

BOOTH ITEM LIABILITY

Items brought on site are done so at the sole risk of the vendor. The City of Simpsonville, the Simpsonville Chamber of Commerce, and the Simpsonville Wedding District are not responsible for any loss, damage, or destruction of personal property, equipment, and/or valuables.

SALES AND TAXES

- Vendors are responsible for and will retain all revenue from sales at the event, and are responsible for any currency related issues.
- Vendors are responsible for complying with local and state tax regulations. If accepted into the event, vendors may be asked to submit a copy of their current Business License. Officials from the South Carolina Department of Revenue do monitor the event. The SC DOR's phone number is 864-241-1200.

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Vendor Application 2016

Please complete and return pages 2-4 of the application packet to the Simpsonville Chamber by April 7th, 2016.

VENDOR INFORMATION	Business Name		Contact Name
	Physical Address		
	City	State	Zip Code
	Mailing Address		
	City	State	Zip Code
	Phone		Mobile (Day-of)
	Email Address		

VENDOR LICENSE	<p>Does your business have a retail business license in the City of Simpsonville?</p> <p><input type="checkbox"/> YES – License Number for verification: _____</p> <p><input type="checkbox"/> NO – I will apply for a Special Event Vendor License.</p> <p>If you do not have a business license on file with the City of Simpsonville, and you intend to sell product on-site at the Spring Market, then you will need to apply for a Special Event Vendor License. This costs \$25.00, and is payable to the City of Simpsonville. The Application for this license is included with this packet. Please complete it and submit with your Wedding District Spring Market application. Include the check as well, payable to the City of Simpsonville. The Chamber will submit this form to the City upon acceptance to the Wedding Spring Market. The check will be voided immediately if vendor is not accepted.</p>
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APPLICABLE FEES	<p>Vendor Fee</p> <p>Chamber Wedding District Member: \$20 OR Non-Member: \$40</p> <p>Optional Power Fee: \$25</p> <p style="text-align: right;">\$ _____</p> <p style="text-align: right;">\$ _____</p> <p style="text-align: right;">Total Due to Chamber & Enclosed: \$ _____</p> <p>Optional Special Event Vendor License Fee Due to City: \$25</p> <p style="text-align: right;">\$ _____</p> <p>Vendor fees and optional power fees are to be made payable to the Simpsonville Area Chamber of Commerce.</p> <p>Special Event Vendor Fees are to be made payable to the City of Simpsonville only if needed by vendors planning to sell product on-site at the Spring Market.</p> <p>Checks for applications not accepted will be voided immediately.</p>
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ITEMS & BOOTH	<p>Please provide a description of the items you will be selling/marketing along with general pricing below. Include any notes about booth layout that may require special placement (i.e. a corner booth).</p>
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Release & Indemnification

Waivers and Conditions: the undersigned vendor releases and holds harmless the Simpsonville Area Chamber of Commerce, City of Simpsonville, and the property owners and/or tenants; and waives all rights, without limit upon or liability for use of their property and facilities. The undersigned agrees that Simpsonville Area Chamber of Commerce may use any slides/photos submitted for publicizing the Simpsonville Wedding District Spring Market. The undersigned further agrees that failure to abide by the rules stated in this application can lead to immediate expulsion from the Simpsonville Wedding District Spring Market with no reimbursement or legal recourse whatsoever.

1. I, the undersigned, have read all of the above guidelines governing the Simpsonville Chamber's Wedding District Spring Market, and agree to adhere to the rules that are outlined within it.
2. I agree that everyone working my booth will also read the guidelines, as I will be responsible for their adherence to the rules.
3. I understand that the Simpsonville Wedding District Spring Market reserves the right to limit or discontinue the participation of a vendor at any time.
4. I agree to indemnify and hold harmless the Simpsonville Chamber Events Staff, agents, employees, and volunteers from any liability, cost, damages, and other expenses suffered or incurred during the event.

I have read these rules and agree to the terms of this contract.

Vendor: _____ **Date:** _____

Print Name

Signature

APPLICATION CHECKLIST

In Packet:

_____ Vendor application, completed

_____ A check made payable to the Simpsonville Area Chamber of Commerce

_____ Special Event Vendor License Application and \$25.00 check payable to the City of Simpsonville (if applicable)

Submit application and entry fee to:

**Simpsonville Area Chamber of Commerce
Attn: Simpsonville Wedding District
100 West Trade Street
Simpsonville, SC 29681**

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SPECIAL EVENT VENDOR LICENSE APPLICATION

VENDOR LICENSES ARE ISSUED PER EVENT

Vendor License Fee: \$25 per event

Make checks payable to: The City of Simpsonville

NAME OF EVENT: _____

LOCATION OF EVENT: _____

NAME OF VENDOR BUSINESS: _____

NAME OF APPLICANT: _____

MAILING ADDRESS: _____

CONTACT PHONE: _____

CONTACT EMAIL: _____

ITEMS FOR SALE:

FOOD _____ **CRAFT** _____ **RETAIL** _____ **HANDOUTS** _____ **OTHER** _____

NONPROFIT: YES _____ **NO** _____

HOLD HARMLESS CLAUSE:

Permittee/organization hereby shall assume all risks incident to or in connection with the permitted activity and shall be solely responsible for damage or injury, of whatever kind or nature, to person or property, directly or indirectly arising out of or in connection with the permitted activity or the conduct of permittee's operation. Permittee hereby expressly agrees to defend and save the City of Simpsonville harmless from any penalties for violation of law, ordinance, or regulation affecting its activity and from any and all claims, suits, losses, damages or injuries directly or indirectly arising out of or in connection with the permitted activity or conduct of its operation or resulting from the negligence or intentional acts or omissions of permittee or its officers, agents, and employees.

Applicant's Signature: _____ **Date:** _____

118 North East Main Street Simpsonville, SC 29681

Office: 864-967-9526 Fax: 967-9530