



For Office Use Only

Date Received _____
Amount received \$ _____ N/C _____
Check # _____ Cash _____
Power YES or NO \$20.00 ck# _____
Booth Number # _____

Name of organization _____

Name of representative _____

Mailing Address _____

City, State, Zip _____

Number you can be reached _____ Best time to call (AM or PM) _____

E-mail Address _____

(Booth size, please check ONLY one)

- _____ (1) Information booth (educational or service booth, selling nothing) 10x10.....\$ 15.00
- _____ (2) Fundraising booth (food or non-food) - 10 x10.....\$ 35.00
- _____ (3) Fundraising booth (food or non-food) - 10 x 20.....\$ 65.00

NOTE: IF YOU SELL FOOD IT MUST MEET ALL DHEC requirements.

Groups selling food must LIST ALL PRICES clearly on an 8 x10 or larger sign for customers to see. This will be checked and enforced by the festival committee. To avoid duplication, the following foods are being sold at the festival: pulled pork BBQ sandwiches, Ice Tea, popcorn, & funnel cakes. Commercial food vendors will be allowed to sell all foods after 2:00 PM on Saturday.

LIST ALL ITEMS TO BE SOLD AT YOUR BOOTH BELOW. IF THE APPLICATION IS LEFT BLANK, IT WILL BE RETURNED ALONG WITH YOUR PAYMENT. NO EXCEPTIONS. NO MISC ITEMS (food & non- food). **NO T- SHIRTS.** The Azalea festival t-shirt is the official shirt of the festival.

Booth Access: handicapped access required? _____ NO _____ YES
Have you been a vendor at the Azalea Festival before? _____ NO _____ YES - Number of years _____
Do you wish to have the same booth location from 2016. _____ NO _____ YES - Booth # _____ **(This cannot be guaranteed!)**

POWER SOURCE - CHOOSE ONE (1) ONLY - (WEST MAIN ST ONLY)

Power – 110 volt (one outlet per booth) \$20.00 - separate check **(power is first come basis)** YES _____ NO _____
Generator (vendor furnish) with muffler, runs quietly. YES _____ NO _____

FEES ARE NON REFUNDABLE AFTER MARCH 19th 2017.

*** NEW* BOTTLE WATER POLICY FOR 2017** (see instruction sheet)

By my signature below I agree to abide by ALL decisions of the **Pickens Azalea Festival Inc.** I have read and understand the **Civic Non-Profit Instruction Sheet** which is attached. I acknowledge and agree that I am responsible for any loss or damage to my work or property during the festival. I also consent to the **Pickens Azalea Festival Inc.** Utilizing my image and/or sound in promotional materials, including print, broadcast and online media. I acknowledge that if I sell any unwrapped or cooked foods I must meet all DHEC requirements and have current liability insurance in lieu of an unforeseen event. I acknowledge that all liability will rest with myself or my organization as a vendor. **The application fee is enclosed, as is the power fee by separate check** (if I have chosen that method). **I acknowledge that all fees paid are not refundable due to inclement weather.** I understand that fees will be refunded if I withdraw my application before March 19th, 2017 by email or, in writing. **Application deadline is March 19th, 2017.**

Vendor Signature _____ Date _____

Pickens Azalea Festival Inc. * PO Box 194 * Pickens, SC * 29671

Website www.pickensazaleafestival.com

E-mail pickensazaleafestival@gmail.com (for faster response)

(864) 507-0180 – (answering machine)

THANK YOU FOR PARTICIPATING IN THE 2017 AZALEA FESTIVAL

501c3 nonprofit organization

April 15th 10am – 11:00pm

CIVIC & NONPROFIT ORGANIZATION INSTRUCTION SHEET

INVITATION:

The Azalea Festival committee cordially invites your organization to participate in the 33rd Annual Pickens Azalea Festival Inc. This event for civic nonprofits is Saturday, April 15th, 2017. The committee will make every effort to assist you in your fundraising efforts, as we realize this event is a tremendous opportunity for you. **This is a rain or shine event (outdoors) and no refund will be due to inclement weather.** However a refund of fees paid will be made if your group wishes to withdraw the application, in writing (email) before March 19th. This is a firm policy. **Submittal deadline is March 19th, 2017.**

GENERAL INFORMATION:

Booth set up is Saturday April 15th from 6:00 am to 9:30 am. Main Street will be closed for the event, all event traffic will be one way from East to West Main on main st.

Festival hours run from 10:00 am to 11:00pm. However, should you choose to close your booth, all items must be carried out by hand or dolly. **No vehicles are allowed on the roadway/festival areas.** The location of the festival is Main St. (Hwy 183,) Pickens, South Carolina. **This is an alcohol and tobacco free event, by city ordinance.**

Entry to Main Street depends on your booth numbers as follows:

Booths numbered 100s, 200s, 300s: Travel on E Cedar Rock St. and enter the venue by way of S. Lewis St. to Main St. After unloading, exit at Hwy 178 (Pendleton St,) which is just beyond the courthouse.

Booths numbered 400s, 500s, 600s: Travel on to E Cedar Rock St. and enter venue by way of Hwy 178 (Pendleton St) to Main St. After unloading, exit by way of Garvin St. (if your booth is prior to) or S. Catherine St (if your booth is past Lewis St.)

CLOSED ROADS FOR FESTIVAL:

Festival area includes East and West Main St., beginning at Hwy 8 intersection at McDonalds, North & South Lewis St., Pendleton St., Hwy 178 Intersection, and Garvin St. Also part of Ann St. (look for detour signs on Hwy 178/Ann St). Watch for detour signs on Catherine St. All these streets will be closed to regular traffic from 6:00 pm Friday April 14th, until midnight, Saturday, April 15th. **NO vehicles will be allowed access to Main Street.**

PARKING:

Vendor parking is permitted behind **SOME** stores on East Main St., **FREE parking is available beside the county courthouse on East Cedar Rock St,** Handicap parking is located behind the county courthouse on Court St. and a handicap tag **must** be displayed. No campers or trailers are permitted in the venue area unless prior permission is obtained from the festival committee. **NO parking is permitted at any business which is open (Gatehouse, The Brick, Brock's, Sub Zone, Pickens Pawn Shop, & Pizza Hut on Main St., or rescue squad building & apartments on Ann St/178.)** Your vehicle could be towed. The Azalea Festival & City of Pickens will NOT be held responsible if your vehicle is tow or any towing fees. Some firms located beyond the festival venue boundaries may wish to permit parking for a fee as well. The Azalea Festival or City of Pickens will not be responsible in any way for these fees, nor will they receive any portion of those fees.

BOOTH SPACES:

The Azalea Festival designates all vendor spaces by exact measurement. All vendor displays **MUST** be confined to the designated space. Vendor displays are to be under a canopy or tent only, **NO exceptions. Tent/canopy must be placed BETWEEN THE MARKED LINES on the street.** No large banners are to be displayed above canopy or tent. Canopy or tent will be secured by sandbags or blocks. No stakes may be driven into the asphalt. Vendors are responsible for the conditions inside their booth. Boxes must be covered and no material set out that visitors may trip and fall over. A safe entry and exit is preferred. The Azalea Festival, City of Pickens or any of its sponsors will **NOT** be held responsible for any loss or damage to display, display items, or property of the vendor during the festival.

FOOD VENDORS:

Vendors selling foods must list ALL foods and prices clearly on an 8x10 or larger sign that customers can easily read. This is a firm policy and will be enforced by the Azalea Festival. If selling food, **ALL DHEC** requirements must be met **NO EXCEPTIONS**. Visit our website for a link to the **DHEC rules and regulations, pickensazaleafestival.com**. All food vendors must have recent health department licensing, and a certificate of liability insurance in the event of an unexpected accident, etc. **The following foods are already being sold at the event:** pulled pork BBQ, popcorn, funnel cakes and ice tea. All foods can be sold until after 2:00 pm on Saturday.

PROMOTIONS:

Vendors signing the attached application form consent to the Pickens Azalea Festival Inc. using your image and / or sound in promotional media consisting of print, broadcasting, or online sources.

ITEM LIST AND DESCRIPTIONS:

All items for sale at your booth **MUST** be listed on the application, along with any food items. **No miscellaneous items, resale, or flea market items** are to be sold. **The Azalea Festival committee has the right to final approval and acceptance of all items to be sold.** No Vendor display shall exceed the booth boundary.

Vendors are responsible for collecting and reporting SC state sales tax.

IF YOUR APPLICATION IS LEFT BLANK, THEN IT ALONG WITH YOUR PAYMENT WILL BE RETURNED. NO EXCEPTION.

*** BOTTLED WATER * - NEW POLICY BEGINNING 2017.**

Due to the amount of bottled water be given away and sold **beyond** festival booths it is necessary to change our policy. **FREE** water will be allowed but in the amphitheater parking lot **ONLY**. Water may be **SOLD** at booth. **NO** sales or free water will be allowed beyond a booth. This new policy will be enforce by the festival committee.

OTHER NEEDS:

Please note what else is necessary regarding your booth space, such as handicap access.

TRASH: Trash removal will be handled by individuals hired for this venue. All cardboard boxes must be broken down and placed next to the trash cans. No cardboard of any type should be placed in trash containers. We recycle.

ELECTRIC POWER AND GENERATOR USE:

Vendors may choose one form of power listed on the application. The fee for the electric outlet is \$20.00. This fee must be paid by separate check. **Outlet power is only available on WEST MAIN STREET, and the fee is for a single outlet. This is 110 volt only, for one single outlet, first come, first served.** Vendor power cords must be UL rated for outdoor use and wet locations, compatible with the anticipated load, at minimum 12 AWG is required. All power cords must be in good condition, and secured to prevent trip hazards and be out of the public traffic pattern. No multi-plug outlets are allowed, and any power strips will be UL rated and surge protected with a breaker reset button. **Once available power outlets are assigned to vendors, all overflow applications for said power and monies will be returned to those vendors.** Vendors who plan to use a generator for the event must choose that power source on the attached application. The generator must be UL approved, in good condition, secured to prevent trip hazards and not placed in public pathways. The Azalea Festival does not supply generators, power cords, barriers, tables, etc. or any other supplies you may need for your booth space and display. Please bring all your own supplies.

VENDORS SELLING OUTSIDE VENUE BOUNDARY:

Vendors who set up outside the venue boundaries described elsewhere **MUST** obtain a city permit prior to the Saturday event. This is city ordinance and will be regulated by Pickens City Police Department. All city permit rules apply.

INFORMATION BOOTH:

There will be an information booth located on Main Street. Any festival committee person will be happy to assist you.

REGISTRATION AND ACCEPTANCE:

Your canceled check is proof of acceptance into the Azalea Festival. Check the festival website pickensazaleafestival.com around April 1st, to find your name and booth number. **This will be the only notification of your booth number.** The Azalea Festival will not accept telephone calls regarding the booth numbers.

APPLICATION FORM:

Please complete the application form by legibly printing your data. In the interests of accurate advertising, this format is required. All applications will be reviewed by the festival committee as they are received. Please enclose the proper fees, including a separate check for the power fee if that is your method chosen. Refund requests must be made before March 19th, 2017. **Refunds due to inclement weather will not be made.**

PAYMENT OPTIONS:

Checks - payable to Pickens Azalea Festival Inc.

Separate check for power fee (\$20)

Mail to:

Pickens Azalea Festival Inc.

P O Box 194

Pickens, SC 29671

CONTACT INFORMATION:

Phone – (864) 507-0180 (answering machine)

Website – pickensazaleafestival.com

Email – pickensazaleafestival@gmail.com

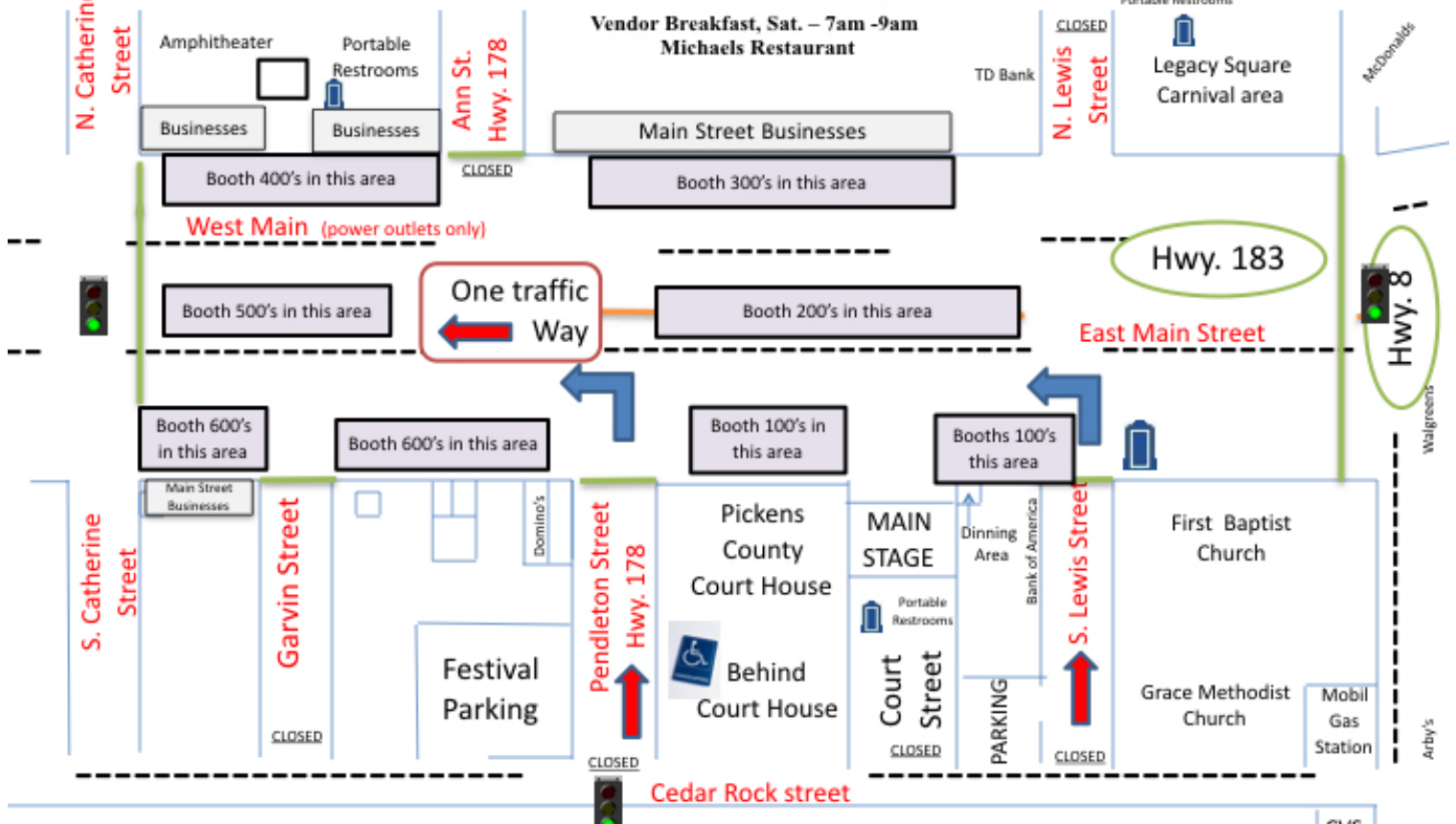
(quicker response)

FESTIVAL HOURS:

Official festival hours are from 10:00 am until 11:00pm. Be advised that **NO VEHICLE TRAFFIC WILL BE PERMITTED WITHIN THE VENUE AREA OF MAIN STREET UNTIL THE FESTIVAL IS OVER.** So, by default, all vendor owned items must be delivered to your parked vehicle on foot or by dolly. No go-carts, scooters, or motorized vehicles are permitted for this use, except official Azalea Festival or city motorized vehicles.

2017 AZALEA FESTIVAL
April 14th 6pm until April 15th 10am- 12midnight

 **NO SMOKING EVENT!**



Booths – 100's, 200's, & 300's will need to travel onto Cedar Rock Street then ENTER at South Lewis Street on to Main Street. When you finish unloading, you will need to EXIT at Hwy 178 (Pendleton Street) just past Court House.
 Booths – 400's, 500's, & 600's will need to travel onto Cedar Rock Street and ENTER at Hwy 178 (Pendleton Street). When you finish unloading, you will need to EXIT at Garvin Street.

Map information

-  Portable Restrooms
- Street Names in RED
- Hwy. in GREEN circle
- Booth sections in BLACK box
- Barricades / end of festival area

Vendor Drop In Michael's Restaurant
 Across from the Pickens County Court House
 (Sat. morning 7:00am – 9:00am)

Pickens Azalea Festival Inc.
501c3 nonprofit organization