



**Civic & Non-Profit Application**

**For Office Use Only**

APRIL 21, 2018 10am to 9 pm (new time)

Amount received \$ \_\_\_\_\_

Power \_\_\_ YES or \_\_\_ NO

**Application deadline - March 26th, 2018**

Date Received \_\_\_\_\_

Check # \_\_\_\_\_

\$20.00 Check # \_\_\_\_\_

Booth Number \_\_\_\_\_

**\*\*Please fill out application CLEARLY and COMPLETELY. Blank applications will be RETURNED with payment.\*\***

Name of Organization \_\_\_\_\_ Contact Person \_\_\_\_\_

Mailing Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Primary Phone: \_\_\_\_\_ Alternate Phone: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

**Booth Size: check ONLY one – NO CHARGE**

_____	Information booth = educational or service booth, selling nothing	10 x 10.....	\$ 15.00
_____	Fundraising booth = non-food	10 x 10.....	\$ 35.00
_____	Fundraising booth = food or non-food	10 x 20.....	\$ 65.00

Is handicapped access required? YES \_\_\_\_\_ NO \_\_\_\_\_

Have you been a vendor at the Azalea Festival before? YES \_\_\_\_\_ NO \_\_\_\_\_ # of years \_\_\_\_\_

Do you prefer the same booth location? No guarantee! YES \_\_\_\_\_ NO \_\_\_\_\_ Booth # \_\_\_\_\_

**ITEM DESCRIPTION:** See page 2 for instructions.

**POWER SOURCE: check ONLY one - See page 2 for instructions.**

- \_\_\_\_\_ One 110 volt outlet per booth \$20.00 (separate check required)
- ~~\_\_\_\_\_ Generator (supplied by applicant) \*Generator must be in good working order and run quietly.\*~~
- ~~\_\_\_\_\_ Fire extinguisher is required on site if a generator is used~~

**By my signature below I agree to abide by all decisions of the Pickens Azalea Festival Inc.**

I have read and understand the **Azalea Festival Instruction Sheet** which accompanies this application. I hereby consent to the enforcement of all rules pertaining to this event. I acknowledge and agree that I am responsible for any loss or damage to my work or property during the festival. I agree to release and forever discharge and hold harmless the **Pickens Azalea Festival Board**, City of Pickens and its sponsors, from any and all manner of actions, damages or claims whatsoever arising from any loss or damage to persons or property of the undersigned while occupying the booth or when under the supervision of the **Azalea 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 am a food vendor I have current liability insurance to cover any unforeseen event. I acknowledge that all liability will rest with me, as a vendor, in this festival.

My application fee is enclosed. The fee for power (if applicable) is included on a separate check.

**I acknowledge that all fees paid are non-refundable due to inclement weather.**

I understand that fees can be refunded if I withdraw my application before March 26th, 2018 by email or in writing.

**Application deadline is March 26th, 2018.**

**This festival is a rain or shine event and no refunds will be available due to inclement weather.**

Printed Name \_\_\_\_\_

Applicant Signature \_\_\_\_\_ Date \_\_\_\_\_

## Pickens Azalea Festival Instruction Sheet – Civic & Non-Profit

This festival application is for Saturday April 21, 2018. Festival hours are 10:00am to 9:00pm (new time for 2018). Musical and/or promotional groups may require festival vendors remaining open until 9:00PM.

The location of the festival is Main St. (Hwy 183) Pickens, SC. The Azalea Festival is an alcohol & tobacco free event, by city ordinance. This is a rain or shine event and there are no refunds due to inclement weather.

**Submittal deadline is March 26<sup>th</sup>, 2018.**

If you withdraw your application before March 26, 2018, fees will be refunded. **This is a firm date, no exceptions.**

### PAYMENTS:

Check (s) should be made payable to **PICKENS AZALEA FESTIVAL Inc.**

A separate \$20.00 check is required for power.

### MAIL APPLICATION:

Please mail application & fees to: **Pickens Azalea Festival Inc.**

**PO Box 194**

**Pickens, SC 29671**

### AZALEA FESTIVAL CONTACT INFORMATION:

Phone – (864) 301-1798 (answering machine)

Website – [pickensazaleafestival.com](http://pickensazaleafestival.com)

Email – [pickensazaleafestival@gmail.com](mailto:pickensazaleafestival@gmail.com) (*fastest response*)

**ITEM DESCRIPTION:** List all items to be sold, you may NOT sell items which are not listed on the application. Please state the type of item you make, what material is used, and how long you have been making this item. This information may be used in local newspapers or personalized promotions. Feel free to add another page or use the back of the application form.

All items must be handcraft. NO resale or flea market items are permitted. **The Azalea Festival Committee has the final approval and acceptance of all craft items being sold.**

**Absolutely no screen-printed T-shirts! The Azalea Festival T-shirt is the only official t-shirt sold.**

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

**There will be NO tobacco or alcohol products allowed or for sale in any booth.**

\*If you sell food, it must meet all DHEC requirements. \* Food MUST list all prices clearly on an 8 x 10 or larger sign clearly visible by all customers. 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.

~~**ELECTRIC POWER AND GENERATOR USE:** — Choose only one form of power listed on the application.~~

~~\*\*Electrical power is first come basis. Power is ONLY available on West Main St. \*\*No power on East Main St.\*\* Once power outlet requests are full, all further other requests will be returned.~~

~~The fee for an electric outlet is \$20.00. \*This fee must be paid by separate check. \*~~

~~All electrical cords must be compatible with the anticipated load, minimum 12awg required, UL rated for outdoor and wet location, be in good condition, secured to prevent any trip hazards, and not be placed in the public's traffic paths. NO multi-plug outlets will be allowed. Power strips must be surge protected with a breaker reset and UL rated. **Power Is NOT to be used for fans or to string light (are on daylight savings time). Main Street is well lit. Power is to be used for running equipment.**~~

~~Generator usage must be selected on the application form. The generator must be UL approved, in good running condition and run quiet.~~

~~Gas Cans are not allowed in festival area. Generators should be fully fueled prior to festival start time. **Fire extinguisher is required on site if a generator is used.**~~

The festival does not supply generators, power cords, barriers, tape or any supplies needed for your booth and display.

## Pickens Azalea Festival Instruction Sheet – Civic & Non-Profit Continued

### GENERAL INFORMATION:

Booth **set up** is from **6:00AM – 9:30AM Saturday April 21st, 2018**. Main Street. will be closed for the event. All vendor traffic will be **one way** from East to West Main St. Entry onto Main Street depends on your booth number as follows:

**Booth numbered 100s, 200s, 300s:** Travel on E. Cedar Rock St. and enter by way of S. Lewis St. onto Main Street. After unloading, exit at Hwy 178 Pendleton St. which is just beyond the courthouse.

**Booth numbered 400s, 500s, 600s:** Travel on to E. Cedar Rock St. and enter by way of Hwy 178 Pendleton St. onto Main Street. 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:

East and West Main Streets Hwy 183 to Catherine St., North & South Lewis St., Pendleton St., part of Ann St. (look for detour signs), Hwy 178 intersection and Garvin St.

### PARKING:

Vendor parking is permitted behind some stores on Main St. Comply with posted signs.

Handicap parking is available in the courthouse parking lot off Court St. A handicapped tag is required.

Free parking is available in the county parking lot on Pendleton St. across from the Pickens County Court House.

No trailers or campers are permitted in the venue area without prior permission from the festival committee.

**NO parking** at any business which is open including but not limited to **The Brick, Brock's, Ale House, Gatehouse, Pickens Pawn, & Pizza Hut. NO parking** on Ann St., Hwy 178 apartments, Rescue Squad building or Library parking lot on Catherine St.). **Your vehicle could be towed, at owner's expense.**

Some businesses located beyond the venue boundaries may wish to permit parking for a fee. The Azalea Festival or City of Pickens will not be responsible in any way for those 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 tent/canopy only. **Tent/canopy is to be placed between marked lines on the street. NO banners are allowed above tent/canopy. \*NO EXCEPTIONS\***. Tent/canopy are to be secured by sandbags or blocks. Stakes are NOT allowed to be driven into the asphalt. Vendors are responsible for the condition inside and outside tent/canopy area. Boxes must be covered and no material in aisles that poses a tripping or falling hazard. A safe entry and exit is required. Booths cannot be left unattended at any time. The Azalea Festival or the City of Pickens will NOT be held responsible for any loss or damage to display, or to the property of the vendor during the festival.

### FOOD:

All food vendors must have a current health department licensing.

**\*\*\*A Certificate of Liability must accompany the application for acceptance.\*\*\***

Food vendors of any kind **MUST** meet all SCDHEC requirements. **NO EXCEPTIONS**. There is a link to the requirements on our website **[www.pickensazaleafestival.com](http://www.pickensazaleafestival.com)**

### PROMOTIONS:

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

### TRASH:

Trash removal will be handed by individuals hired for the event. All cardboard boxes must be broken down and placed beside the trash cans, located throughout festival venue. Please **No cardboard in trash cans**. We recycle. Should trash cans become full and over flow, contact any festival committee member.

### VENDORS SELLING OUTSIDE VENUE BOUNDARY:

Vendors selling outside the venue boundaries must obtain a city permit at city hall prior to the Saturday event. This is a city ordinance and will be regulated by the Pickens Police Department. All city permit rules apply.

**Pickens Azalea Festival Instruction Sheet – Civic & Non-Profit Continued**

**INFORMATION BOOTH:**

There will be an information booth located on Main Street or locate any festival committee person for assistance.

**DEADLINE:** for Application Form, Registration and Acceptance is March 26th, 2018.

The application must be Completely filled out. Blank forms will be returned with payment.

All applications will be reviewed by the festival committee. Refund requests must be made in writing or email.

Please include payment with the application. A separate check is required for power.

Your cancelled check is proof of acceptance into the festival.

**BOOTH LOCATION and NUMBER NOTIFICATION:**

Check the festival website starting April 2nd for your location. **This is the ONLY notification of your booth number and location.** The festival committee will not accept phone calls regarding booth numbers.

**BOTTLED WATER \* - New Policy begun in 2017:**

FREE water will be allowed but Only in the amphitheater parking lot. Water may be sold at a booth but NO sales or free water will be allowed beyond a booth. This policy will be enforced by the festival committee.

**VENDOR RECEPTION:**

The Azalea Festival committee will host a reception for vendors Saturday morning **April 21<sup>st</sup> from 7am -9am beside the court house on Court Street near Dr Spearman’s office.**

Light refreshments will be served.

**NO VEHICLE TRAFFIC WILL BE PERMITTED WITHIN THE VENUE AREA OF MAIN ST.**

All vendor owned items must be delivered to your parked vehicle by foot or dolly.

No Go-carts, scooters, or motorized vehicles of any kind are permitted for this use.



*Thank-You for Participating in the Annual Pickens Azalea Festival*  
*501c3 Civic Non-Profit Organization*