



2018 Red Rose Festival Craft and Business Vendor Form

The Red Rose Festival is in its 9th year located in the Cultural Arts District of Historic Downtown Lancaster, SC. In 2017, we had over 11,000 visitors come to the festival. We hope to have you at our festival this coming spring. We will kick off the event on Friday, May 18, 2018 at 6 PM with live entertainment and close at 10:30 PM. We continue the fun festivities on Saturday, May 19, 2018 at 10 AM and close the festival at 10 PM. We do have a "Red Rose Theme", we encourage your booth to be decorated in this theme. There will be a competition for the best vendor, "Use of Theme."

You will be contacted by the Event and Festivals Manager, Joe Timmons, if you are selected to be a vendor at this year's festival. Emphasis will be placed on vendors that offer a range in their merchandise. Duplicated merchandise will be placed on a waiting list. Priority will be given to arts and crafts.

Red Rose Festival Guidelines: Please read all guidelines carefully:

This is a Rain or Shine Event or Heat. Be responsible and tie your tents down securely. Please be aware that the event will be located on the street and that The City of Lancaster is not responsible for tying your tents. Please bring weights to secure your items. Please be aware that the event site is on concrete and not completely level.

Vendors are 100% self-contained. The City of Lancaster absolutely will not provide: ice, water, electricity, rentals, tables, chairs, and/or lighting. The Vendor must supply their own QUIET GENERATOR. The City of Lancaster will not supply or "go get" fuel. Please plan ahead.

Vendors are not allowed to leave their booth unattended during festival hours. Saturday, May 19, 2018 Setup @ 7:00 AM, Festival for Vendors 10AM-7 PM.

Trash: Vendors are responsible for disposing of their own waste products including grease, trash, oil and ice. We will provide a large trash bag during the festival. DO NOT dispose of any food or liquid on the ground or drains. DO NOT use the trash receptacles on site. TAKE all liquid, food with you.

All vendors are expected to conduct themselves in a professional and courteous manner when interacting with festival goers, fellow vendors and festival organizers. Aggressive and inappropriate conduct and/or contact with festival goers will result in immediate removal from the festival.

Prices should be easily seen and prices legible in a visible space. Only family friendly items will be allowed to be sold. The Event Staff reserves the right to request removal of any items from the booth that are not family friendly.

Each Vendor is responsible for reporting to the South Carolina Department of Revenue.

Additional guidelines and signatures required on back page.

All vendors will be based on complete application and picture examples of merchandise. Please write legible! Email is required!

Booth Name: _____

Exhibitor Contact Name: _____

Street Address: _____

City: _____ **State:** _____ **Zip Code:** _____

Primary phone: _____ **Secondary phone:** _____

E-mail Address: (Please note: Email is required, communication will mostly be email.) _____

Website: (If available): _____

Please attach the following to your application for consideration:

Pictures of Merchandise

What Food Court are you applying for? **All Spaces are 10ft x 10ft**

Arts/Crafts- \$50 Setup Sat. @ 7 AM, Festival @ 10 AM, Close @ 7 PM

Business- \$50 Setup Sat. @ 7 AM, Festival @ 10 AM, Close @ 7 PM

Non-Profit-\$20 Setup Sat. @ 7 AM, Festival @ 10 AM, Close @ 7 PM

Please note your Tax Exemption ID Number here: _____

Lancaster City Resident- \$40 Setup Sat. @ 7 AM, Festival @ 10 AM, Close @ 7 PM
(Street Address will be checked for Discount. Business/Craft Vendor must be in the City Limits)

Fees and Spaces

Arts/Crafts/Business: \$50 per space X # of Spaces Total attached \$

Non Profit: \$20 per space X # of spaces Total attached \$

Lancaster City Resident: \$40 per space X # of spaces Total attached \$

*******Reminder you may not leave early or leave booth unattended. *******

Return this application with vendor fee to City of Lancaster Red Rose Festival
Mail: _____ Hand Deliver: Festival and Event's Office
PO Box 1149 _____ 120 Arch Street
Lancaster, SC 29721 _____ Lancaster, SC 29720

Joe Timmons, See Lancaster Events and Promotions Manager

Email jtimmmons@lancastercitysc.com

Office Phone 803-289-1498 or 803-286-1145

Application deadline: Friday, April 20, 2018 or until spaces are filled.

Placement in festival will be sent May 4, 2018

Continued Red Rose Festival Guidelines:

Saturday, May 19, 2018 Setup @ 7:00 AM, Festival for Vendors 10AM-7 PM. At the end of the Festival you must 1. Pack all Merchandise 2. Bring Car 3. Load Car 4. Depart. **DO NOT PACK WHILE LOADING.** Vendors must take all items with them. The City of Lancaster is not responsible for items left behind.

ALL Non-profits must have some sign about their purpose of raising funds. Vendors are responsible for handling their own currency as well as collecting and reporting South Carolina sales tax. You must have enough cash to make your own change. At the end of the festival if you need an escort to your vehicle due to amount of money, please request the City of Lancaster Police.

Vendors will not be allowed to breakdown and physically leave the festival area prior to closing time. This applies to all vendors including Civic, Church and non-profits.

ITEMS SOLD: No vendor will be allowed to sell *knives, mock guns, play cigarettes, inappropriate adult materials. Etc.* The Red Rose Festival reserves the right to ask a vendor to discontinue the sale of any inappropriate items. The Red Rose Festival is not responsible for the failure of any vendor to comply with these requirements and fees will not be refunded for failure to pass these inspections.

Dates & Deadlines

- 1) Application deadline: **Friday, April 28** or until spaces are filled
- 2) **No Refunds!** Remember this is a rain or shine event.

MOST IMPORTANT.....Have fun! It is vital that you enjoy yourself while working hard! Together this festival will continue to grow in numbers and pride. With your help we can accomplish that this year. If you need anything please do not hesitate to contact me immediately.

Acknowledgement:

I understand the City of Lancaster and the Red Rose Festival reserves the right to reject any application. I understand that I am responsible for reading and adhering to the vendor rules and regulations as established by The City of Lancaster and the Red Rose Festival. I also understand that only items included in this application and approved by the Red Rose Festival may be sold and/or given away during the Red Rose Festival. I also consent to the City of Lancaster to utilize my image and/or sound in promotional materials, including print, broadcast and online media. The vendor also recognizes that they are responsible to report to the SC Department of Revenue. By signing this application acknowledges your acceptance of the above conditions and in the guidelines. Applications must be signed AND dated.

Applicant Signature

Date



2018 Red Rose Festival

Craft and Business Vendor Form

A Festival on Main Street in the Cultural Arts District of Historic Downtown Lancaster
Sponsored by See Lancaster

May 18-19, 2018

Food, Arts, Crafts, Family Fun, Live Music, and Rides

