

Continued Red Rose Festival Guidelines:

Food Court (2 Days) - Setup Fri. @ 2 PM, Serve @ 6 PM, Close @ 10:30 PM
Setup Sat. @ 7 AM, Serve @ 10 AM, Close @ 10 PM

Inspection and Cook Meeting: Friday @ 4:00 PM and Saturday @ 8:30 AM
Each Food Vendor will be inspected by the City of Lancaster Fire Marshall and/or the Risk Manager. You must have a working/current fire extinguisher. (Minimum 2A:20BC rating)
Please follow all safety and health guidelines outlined in the SCDHEC Regulation 61-25.
ALL FOOD vendors must include a Certificate of Liability Insurance (minimum \$1,000,000 General Liability Insurance) with their completed application. Vendors will not be accepted into the festival without this certificate. You must also add "The City of Lancaster as an additional insured in regards to general liability."

Dates & Deadlines

- 1) Application deadline: **Friday, April 16, 2021** or until spaces are filled
- 2) **HOSPITALITY TAX: Please be aware that a Hospitality Tax of 2%. All Hospitality Tax from the Red Rose Festival must be paid by June 15, 2021; or you will not be able to participate in future City of Lancaster Events until all fee and late fees are paid.**
- 3) Contact Karen Proctor for Hospitality Tax Form April 23, 2021 at 803-289-1462.

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



The Red Rose Festival is in its 12th year located in the Cultural Arts District of Historic Downtown Lancaster, SC. In 2019 we had over 20,000 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 14, 2021 at 6 PM with live entertainment and close at 10:30 PM. We continue the fun festivities on Saturday, May 15, 2021 at 10 AM and close the festival at 10 PM. **We do have a "Red Rose Theme", and we encourage a Red Rose Dish or special food item. There will be a competition for the best food vendor, "Use of Theme."** Menus will be strictly enforced if you are selling item(s) not on the menu submitted with this application, you will be asked to stop selling the item(s). Item(s) sold will be approved before during the application process. Duplicated menus or item(s) will be placed on a waiting list.

Red Rose Festival Guidelines: Please read all guidelines carefully:

This is a Rain or Shine Event. 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. The closet ice dealer is The Scotchman on Main Street or an Ice Machine about 2 miles on HWY 200. We do not have any place during the festival for water as well.

Vendors are not allowed to leave their booth unattended during festival hours. Friday, May 14, 2021 6 PM-10:30 PM and on Saturday, May 15, 2021 10AM-10 PM.

Trash: Food vendors are responsible for disposing of their own waste products including grease, trash, oil and ice. We will provide a large black trash bag at the beginning of 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. **Each Vendor is responsible for reporting to the South Carolina Department of Revenue.**

Menus should be easily seen and prices legible in a visible space. Only items listed on, or attached to, application will be allowed to be sold. The Event Staff reserves the right to request removal of any items from the booth that are not listed on the application.

Additional guidelines and signatures required on back page.

All vendors will be based on complete application and menu.
Please write legible! Email is required! Menu Must Show All Items Sold!

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:

Full Menu/Prices
All Items Projected to Sell, if it is not listed on the menu it may not be sold.

Photo of booth/truck

Certificate of Liability Insurance
Must be 1 Million Dollar Policy, and City of Lancaster listed as additional insured.

What is a Food Court space? **All Spaces are 10ft x 10ft** **If you have a trailer with a hitch please take that into account.** If you go over the 10ft x 10ft you will be expected to pay an extra space fee, or be asked to leave without refund. Make sure you have a quiet generator.

\$150/space- Food Court (2 Days) -Setup Fri. @ 3 PM, Serve @ 6 PM, Close @ 10:30 PM
 Setup Sat. @ 7 AM, Serve @ 10 AM, Close @ 10 PM

Food Vendor 2 Day Vendor: \$150 per space X # of Spaces _____ Total attached \$ _____

Hospitality Tax of 2% will be collected for all prepared food/beverages (see attached list) sold at the Festival. Approved vendors are required to contact Karen Proctor at 803-289-1462 no later than April 23, 2021, for information and paperwork related to Hospitality Tax collection requirements. All Hospitality Tax from the Red Rose Festival must be paid by June 15, 2021; or you will not be able to participate in future City of Lancaster Events until all fee and late fees are paid. **Initial _____**

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 jtimmons@lancastercitysc.com

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

Application deadline: Friday, April 16, 2021 or until spaces are filled.

Placement in festival will be sent May 1, 2021

**CITY OF LANCASTER
HOSPITALITY TAX INFORMATION**

Karen Proctor Business License Specialist 803-289-1462 or kproctor@lancastercitysc.com
Coordinate with Karen Proctor before April 16, 2021
Due by June 15, 2021

Hospitality Tax is a two percent (2%) local hospitality fee tax upon the gross proceeds derived from the sale of all prepared foods and beverages served within the City of Lancaster by any establishment. In addition, the tax is imposed on all prepared foods and beverages sold in establishments licensed for the consumption of alcoholic beverages, beer, or wine within the City of Lancaster.

Prepared foods means food prepared or modified by an establishment that at the time of sale is ready for consumption by the public, regardless of the food's actual quantity, presentation, or packaging.

Establishment means any business within the City that sells prepared meals and beverages.

What items are taxed?*

All food and/or beverages prepared or modified for immediate consumption, such as:

- Produce (vegetables, fruit) cut, sliced, cored, etc., or prepared/modified on site (vegetable/fruit trays)
- Meats and cheeses cut, sliced, or prepared on site (meat/cheese trays)
- Salads made on site
- Sandwiches/subs prepared on site
- Bakery items cooked/baked on site
- Coffee brewed on site
- Popcorn made on site
- Ice cream prepared on site
- Seafood steamed/cooked on site
- Grilled hamburgers and hot dogs, pizza, nachos, chicken, etc.
- Packaged dinners cooked on site (Thanksgiving dinners, etc.)
- Fountain drinks
- Any food prepared, modified, or cooked on site by an employee or contractor
- Any prepared foods or meals that are subject to South Carolina Sales Tax
- Any served beverage, inclusive of beer, wine, and liquor

* This list serves as an example only and is not an all-inclusive list of taxable items.

What items are exempt from the tax?*

- Cold, canned or bottled drinks in a vending machine on site
- Consolidating fruit into a basket (fruit baskets)
- Prepackaged items (not prepared or modified on site) consolidated into a larger container to make one package (gift baskets)
- Prepackaged, ready-to-consume meats, cheeses, and deli salads
- Packaged dinners that are not cooked or modified on site
- Items cooked or baked off site without modifications on site
- Ready-to-eat prepackaged food a customer re-heats on site (customer makes the food consumable)
- Prepackaged cans, boxes, or jars of food
- Bags of chips, pretzels, nuts, candy, or other prepackaged food items

* This list serves as an example only and is not an all-inclusive list of exempt items.

Example of Certificate of Liability Insurance with the City of Lancaster Listed as additionally insured. Must be turned in with application.

ACORD **CERTIFICATE OF LIABILITY INSURANCE** DATE (MM/DD/YYYY)
01/08/2016

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Melton Insurance	CONTACT NAME: Matt Watson PHONE A/C No.: 803-328-2493 EMAIL ADDRESS: matt.watson@comporium.net PO BOX 2915 Rock Hill SC 29732	INSURER(S) AFFORDING COVERAGE INSURER A: SCOTTSDALE INSURANCE COMPANY INSURER B: PROGRESSIVE NORTHERN INS CO INSURER C: LM INSURANCE CORPORATION INSURER D: INSURER E: INSURER F:
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COVERAGES	CERTIFICATE NUMBER:	REVISION NUMBER:
THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF CERTIFICATE MAY BE ISSUED OR MAY PERTAIN. THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.		
INSR LTR	TYPE OF INSURANCE	COVERAGE
A	<input checked="" type="checkbox"/> GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PROJE <input type="checkbox"/> LOC	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Per occurrence) \$ 100,000 MED. EXP. (Any one person) \$ 5,000 PERSONAL & ADV. INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/PROPAG \$ 1,000,000
B	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input checked="" type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> NON-OWNED AUTOS	COMBINED SINGLE LIMIT (Per accident) \$ 100,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$ \$
	UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS MADE DEDUCTIBLE \$ RETENTION \$	EACH OCCURRENCE \$ AGGREGATE \$ \$ \$
C	WORKERS COMPENSATION AND EMPLOYERS LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in HI) If yes, describe under DESCRIPTION OF OPERATIONS below	WORKERS COMPENSATION AND EMPLOYERS LIABILITY \$ 100,000 \$ 100,000 \$ 500,000

City of Lancaster Listed as additionally insured

City of Lancaster is listed as an additional insured on the General Liability policy.

CERTIFICATE HOLDER City of Lancaster Easter Egg Hunt P O Box 1149 Lancaster SC 29721	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE
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