

The Red Rose Festival is in its 16th year located in the Cultural Arts District of Historic Downtown Lancaster, SC. In 2022 we had over 25,000 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 19, 2023, at 6 PM with live entertainment and close at 10:30 PM. We continue the fun festivities on Saturday, May 20, 2023, at 10 AM and close the festival at 10 PM. We do have a "Red Rose Theme", this year it is "Paint the Town Red" 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 Promotions Manager, Lisa Roddey, 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.

**Red Rose Festival Guidelines: Please read all guidelines carefully some have changed:**

**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 quite generators are considered to measure less than 60 dB on a noise level meter. The City of Lancaster will measure any generator that is suspect not to meet requirements. If your generator does not meet the requirement of what is considered a "quiet generator" you will be asked to not use the generator or leave. The City of Lancaster will not supply or "go get" fuel. Please plan accordingly.

**Vendors are not allowed to leave their booth unattended during festival hours.** Saturday, May 20, 2023, 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 along with two large dumpsters at each end of the street during the festival. DO NOT dispose of any food or liquid on the ground or drains. DO NOT use the any trash receptacles that does not indicate useable for festival. TAKE all liquid, food and oil products with you. **Anyone caught emptying trash, food, or oil in private trash containers will be disbarred from attending future festivals. You may also be ticketed for illegal dumping.**

**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 and retaining a South Carolina Department of Revenue Business License.** Each vendor will also be responsible for 2% Hospitality Tax payable to the City of Lancaster.

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 Please include a list of all merchandise sold, also any parent companies.

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

**Arts/Crafts- \$25 (handcrafted)** 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	<u>\$25 per space</u>	X # of Spaces	_____	Total attached \$	_____
Business:	<u>\$50 per space</u>	X # of Spaces	_____	Total attached \$	_____
Non Profit:	<u>\$20 per space</u>	X # of spaces	_____	Total attached \$	_____
Lancaster City Resident:	<u>\$40 per space</u>	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:** See Lancaster  
PO Box 1149  
Lancaster, SC 29721

**Hand Deliver:** See Lancaster Office  
201 W. Gay St.  
Lancaster, SC 29720

**Lisa Roddey, See Lancaster Events and Promotions Manager**

**Email** [lrroddey@lancastercitysc.com](mailto:lrroddey@lancastercitysc.com)

**Office Phone** 803-289-1498 or 980-328-1897 \*Voicemail is checked daily (except weekends) on both phones.

**Application deadline: Friday, April 21, 2023 or until spaces are filled.**

Placement in festival will be sent May 1st

**Continued Red Rose Festival Guidelines:**

**Saturday, May 20, 2023, 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. **You will need to enter Main St from W Arch St.**

**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 21, 2023**, 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

**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



**2023 Red Rose Festival**  
LANCASTER, SC

*City of Lancaster, South Carolina*  
*May 19-20, 2023*

**Arts, Crafts, Non-Profit, Business**  
**Red Rose Festival Application**