

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. This year's theme is "Paint the Town Red", 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 during the application process

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 (no drilling of pegs) 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 "quite 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 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 19, 2023, 6 PM-10:30 PM and on Saturday, May 20, 2023, 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 along with two dumpsters located at each end of Main St. 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. If you dispose of oil, food, or any type of liquid you will be ticketed.

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.

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 21, 2023, for information and paperwork related to Hospitality Tax collection requirements. All Hospitality Tax from the Red Rose Festival must be paid by June 15, 2023; 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: See Lancaster
PO Box 1149
Lancaster, SC 29721
Hand Deliver: See Lancaster
201 W. Gay St.
Lancaster, SC 29720

Lisa Roddey, See Lancaster Events and Promotions Manager

Email lroddey@lancastercitysc.com

Office Phone 803-289-1498 or 980-328-1897

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

Placement in festival will be sent May 1, 2021

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 regard to general liability."

Dates & Deadlines

- 1) Application deadline: *Friday, April 21, 2023*, 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, 2023; 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 21, 2023, 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



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

Food Vendor
Red Rose Festival Application