**Name of Group or Business: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Rock Hill Business License #: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**SC Retail Sale License #: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Contact Person: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Email Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 **Team Leaders will communicate with vendors via email.**

**Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**City, State, Zip: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Primary Telephone #: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Secondary #: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Will you need electricity? \_\_\_\_ Yes \_\_\_\_ No**

**If needed, we will be providing the use of 110 Volts. If more power is needed, please indicate how much: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Applicant shall indemnify and hold harmless the Come-See-Me Festival and the City of Rock Hill, its employees, agents, sponsors, volunteers, and elected officials from and against all losses, costs, damages, expense, and liability caused by accident or other occurrence in bodily injury, including death, sickness and disease to any persons, or damage or destruction to property, real or personal, arising directly or indirectly from Applicant’s operations, products or services at the Come-See-Me Festival event. Applicant agrees to waive, release and discharge the Come-See-Me Festival and the City of Rock Hill, its employees, agents, sponsors, volunteers, and elected officials, of and from any and all claims, demands, costs, liability and causes of action whatsoever that may arise as a result of the Applicant’s participation in the Come-See-Me Festival, including, but not limited to, any claims, causes of action, liabilities, damages, expenses, judgments, demands, and costs related to injury to any of the Applicant’s person or property arising out of or in connection with (1) any structure erected by the Applicant, (2) any apparatus, equipment, or personal property used by the Applicant and (3) any act of omission on the part of the Applicant, its agents, invitees, participants, representatives, employees, and servants.**

**This waiver and release shall inure to the benefit of the Come-See-Me Festival and the City of Rock Hill and shall bind applicant along with its employees, heirs, legal representatives, assigns and successors in interest of the Applicant or any member thereof. I, the undersigned, agree to abide by all Rules and Regulations set forth by the Come-See-Me Festival. By signing below, I agree to consider this application a commitment.**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 (Print name and Title)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 (Signature) (Date)

***General Information***

**How to Apply**

* Complete the Vendor Application - all fields must be completed. Please print legibly.
* Submit your $50 **non-refundable** check, made payable to “Come-See-Me Festival.” Vendor name will appear on event flyers and on Festival website.
* If your application is unreadable, it may not be taken into consideration.
* Application and non-refundable fee are due by January 1, 2018
* **ALL ITEMS ARE TO BE MAILED, AS ONE, TO:**

Come-See-Me Festival

P.O. Box 4221

Rock Hill, SC 29732

**Notification of Selection**

* All vendors will be notified of selection by January 6, 2018
* Provide information on listing for Festival Guide and website description.
* **You must submit a Certificate of Liability Insurance, naming the Come-See-Me Festival and the City of Rock Hill as additional insureds/certificate holders, by March 17, 2018**. Failure to submit insurance certification will result in the cancellation of your application acceptance.

**Rules and Regulations**

* Space assignments will be determined by the Come-See-Me Festival
* To participate in a festival, the South Carolina Department of Revenue requires vendors to be determined tax exempt or obtain a **$50 license to make retail sales**. If you have any questions, please call the South Carolina Department of Revenue at (803) 324-7641.
* If weather becomes a factor, the event will not be canceled until the actual day of the event. You will be contacted by a Festival representative to let you know of any changes/cancellations.
* No distribution, canvassing, flyers, nor vending of any kind may be done by strolling through the festival area.
* If a vendor is rude or disrespectful to the public, event staff or other vendors they will be removed from the event without refund.
* **Closing before the end of the event or staying open after the event is strictly prohibited**
* Vendor agrees to abide by all rules and regulations of the Come-See-Me Festival, the City of Rock Hill Memorandum of Understanding (MOU) for the event, SC DHEC regulations **(**[www.scdhec.gov](http://www.scdhec.gov)**)** and understands and agrees that all decisions related to the event are in the sole discretion of the Come-See-Me Festival.
* Vendor agrees to pay Come-See-Me for all costs and fees associated with participation prior to the event.

**Menu Items**

Please describe each menu item in detail below. It’s suggested that items should stay around $5.00 using smaller portions if necessary, but not mandatory. Kid’s portions at a discounted rate of $2.00 - $3.00 are recommended.

**Only Coke products may be sold at the Festival.**

|  |  |  |
| --- | --- | --- |
| **ONLY ITEMS TO BE SOLD** | **DESCRIPTION** | **PRICE** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

**Come-See-Me Festival will provide** one table and two chairs. Vendor must provide own tent with proper tie downs and any additional tables and chairs.

***Glencairn Garden Information***

**EVENT DATE AND TIME: Monday-Thursday, April 16-19, 2018**

Lunch setup: 11:30 a.m. / Lunch take down: 1:30 p.m.

Lunch concert time: 12 – 1:30 p.m.

Dinner set up: 5:30 p.m. / Take down: 7:30 p.m.

Dinner concert time: 6 – 7:30 p.m.

**LOCATION: Bigger House patio, c**orner of Crest Street and Charlotte Avenue

 725 Crest Street, Rock Hill, SC 29730

**Indicate which days and times you wish to be a vendor at the Garden:**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

For any questions or concerns, please contact Teresa Rector via email at reckless22@msn.com.