

VENDOR INFORMATION
PENDLETON FALL HARVEST FESTIVAL 2016
SATURDAY, OCTOBER 22 - 10:00 AM TO 5:00 PM

Submission of application does not guarantee acceptance due to limited space and need for variety. Applicants will receive notification that their application and payment have been received. Once the committee approves selections, accepted applicants will be notified and will be provided additional detailed information closer to the event.

1. The Festival will be held on the Town Square in downtown Historic Pendleton, SC, October 22, 2016. The Festival opens to the public at 10:00 am and closes at 5:00 pm.
2. All vendors are responsible for collecting and reporting any appropriate taxes. Vendors must collect & report SC sales tax. If you do not have a SC sales tax number, you must apply for one. If you need a form, copies are available at Pendleton Town Hall. It is not the responsibility of the Pendleton Fall Harvest Festival Committee to collect & report taxes.
3. Vendors participate at their own risk. Sponsors accept no responsibility for loss or damage.
4. Vendors are responsible for their own set-up & break-down including tables, tents, chairs, extension cords, etc. Tents & displays should be properly secured in the event of strong winds.
5. Vendors may begin setting up between the hours of 3:00 & 6:00 pm on the afternoon prior to the Festival or elect to begin setup at 7:00 am the day of the Festival. All setup **must** be complete by 9:30 am on Saturday. Breakdown may begin at 5:00 pm on Saturday. No overnight security is provided. **VENDORS LOCATED ON EXCHANGE STREET CANNOT SETUP UNTIL SATURDAY MORNING 7:00 AM.**
6. Vendor booth space size is **10 x 10** and will be assigned by festival staff/coordinators. Vendor signage should represent vendor only and no other business.
7. All vendor vehicles must be removed from the town square area by 9:30 am the day of the Festival.
8. The Pendleton Fall Harvest Festival is an alcohol, tobacco and pet free event. Violators are subject to fines and/or dismissal from the festival.
9. **Pendleton Fall Harvest Festival is a rain or shine event!**
10. All vendor applications are due by September 9. Craft/art vendors wishing to apply after this date will pay a higher fee. (See application for details.) **NO APPLICATIONS WILL BE ACCEPTED AFTER 5:00 PM SEPTEMBER 23.**
11. Vendor fees and deposits are not refundable after September 23rd.
12. Checks should be made to: Town of Pendleton – Fall Harvest Festival. Do not mail cash.
13. Public restrooms & additional handicap parking are located across East Queen Street behind the District Commission Building.
14. A manned information table will be located adjacent to the patio at the rear of Farmers Hall to address vendor questions on the day of the festival.
15. **FOOD VENDORS** must follow SCDHEC regulations.
16. Please contact the Town of Pendleton with any questions at 864-646-9409.
17. Check out our festival website at <http://ohme.hubpages.com/hub/fall-festival>.
18. Vendor applications should be mailed to: Pendleton Fall Harvest Festival, Pendleton Town Hall, 310 Greenville Street, Pendleton, SC 29670.

DIRECTIONS to Pendleton Town Square (105 Exchange Street, Pendleton, SC 29670)

From I-85: Take exit 19 toward Clemson. Turn right at Hwy. 28 (South Mechanic St.) toward Pendleton. (CVS & Burger King will be on the left; Shell Station on the right.) Follow South Mechanic Street to the Town Square on the right.

From Hwy 123: As you approach Clemson, turn onto Hwy. 76 towards Anderson at the traffic light at TriCounty Ace Hardware. Turn left onto Hwy. 28 business at the National Guard Armory. Follow this road to the town square on the left. (approximately 4 miles from the traffic light on Hwy 123)

PENDLETON FALL HARVEST FESTIVAL VENDOR APPLICATION
SATURDAY, OCTOBER 22, 2016
10 am to 5 pm

This application should be used for Craft/Art vendors and Food Vendors – check appropriate type.
Please review the sheet with vendor information for additional details.

Craft/Art Vendor _____ Food Vendor _____
Preference for Setup: Friday afternoon 3:00-6:00 pm _____ Saturday morning 7:00 am _____

CRAFT/ART Vendor Fee: A fee of \$45 is due by September 9. From September 10-23, the fee is \$60. No applications will be accepted after 5:00 PM on September 23, 2016.

FOOD Vendor Fee**: A deposit of \$45 is due by September 9. Ten percent (10%) of Festival sales or a \$45 fee whichever is higher is due at the end of the festival. The \$45 deposit will be subtracted from the total amount due. Food vendors must follow DHEC regulations.

Crafting/art skills should be demonstrated if possible during the festival for items sold.

BE SURE TO READ ALL VENDOR INFORMATION ON ATTACHED SHEET.

Applicant, Organization/Business Name:

Contact Person:

Address:

Email:

Phone Number;

SC Sales Tax Number: _____ No, have applied for _____

Items to be sold:

****FOOD VENDORS ONLY:** Number of outlets & amps needed: 110 _____ 220 _____ Amps _____
Estimated size of booth space needed: _____

I (or my organization) agree to the rules & regulations as stated above and on the Vendor Information form:

Signature _____ Date _____

Website: <http://ohme.hubpages.com/hub/fall-festival>

Application checks should be made payable to: Town of Pendleton – Fall Harvest Festival. Mail application and check to Pendleton Fall Harvest Festival, Pendleton Town Hall, 310 Greenville Street, Pendleton, SC, 29670.