



40th Annual York Summerfest

Saturday, August 26, 2023

Arts & Crafts/Non-Profit Vendor Application

York Summerfest is back and celebrating 40 years of music, food and fun in beautiful, historic Downtown York!

We appreciate your interest in being a vendor for the 2023 York Summerfest, on Saturday, August 26, 2023. Please read the information below in its entirety before submitting your application.

APPLICATION REQUIREMENTS: In order for your application to be complete, please submit the following items:

1. Completed Application
2. Description of items being sold and pricing
3. Picture of Set-up

**Applications that do not include the above items will not be considered.*

**APPLICATION
DEADLINE:**

Monday, June 26, 2023

VENDOR FEE:

\$100 (based on 10'x10' space)

DO NOT send payment in with application.

If approved, applicants will be notified of approval the week of July 10, 2023.

PAYMENT:

Once notified of approval, payment should be made to:

City of York
Attn: York Summerfest
P.O. Box 500
York, SC 29745
(Make checks payable to City of York)





DEFINITION OF AN ARTS & CRAFTS VENDOR

In order to meet the requirements of an arts & craft vendor, products sold must be original, unique, hand-made items produced by the vendor.

DEFINITION OF A NON-PROFIT VENDOR

In order to meet the requirements of a non-profit vendor, organizations must be organized and operated exclusively for religious, charitable, scientific, testing for public safety, literary, educational, or other specified purposes that meet requirements to be considered tax exempt under Internal Revenue Code Section 501(c)(3).

BUSINESS LICENSE

All vendors selling food, products, and/or services must have a City of York Business License. This is **NOT** the same as a *South Carolina Retail License*. Please see the section on South Carolina Retail Licenses for more details. To learn more about obtaining a City of York Business License, please call (803) 684-2341.

INSURANCE

All vendors must carry general liability insurance. In the Certificate Holder Section of the COI, both the City of York and York Summerfest must be listed as an additional insured. Your insurance company should mail a copy of the COI to us at the address above or a copy may be emailed to events@yorksc.gov. COI due with payment.

HOURS OF OPERATION

Vendors are required to stay the entirety of the festival, scheduled from 9:00AM – 6:00PM. Vendors must be set up by 8:00AM and cannot break down until the conclusion of the event at 6:00PM.

UTILITIES

Electricity and water will not be provided at York Summerfest. If electricity is needed to operate your vendor booth, vendors will be responsible for providing their own power/generator. Must be a "Quiet Generator" (60-50 DBA). Generators over decibel limit will NOT be permitted to run and will be required to be turned off. **NO EXCEPTIONS.**

CITY OF YORK FESTIVAL CODES & REGULATIONS

All vendors are reminded that there must be a minimum of three (3) feet clearance on both sides of fire hydrants for a total of six (6) feet clearance around all hydrants. All non-food vendors shall have at minimum one (1) 10-pound ABC fire extinguisher.



SOUTH CAROLINA RETAIL LICENSE

South Carolina Department of Revenue requires every person who engages in business in the state of South Carolina as a retailer must obtain a *South Carolina Retail License* before making any sales. **THIS IS NOT THE SAME AS OBTAINING A CITY OF YORK BUSINESS LICENSE.** If you have more than one business outlet, you must have a separate retail license for each location. Under South Carolina Department of Revenue's categories, this festival is considered a RETAIL EVENT, for which an admissions fee is NOT required for entering the event. If you are operating at a Retail Event, you will be required to register for a retail license to collect and remit the South Carolina sales tax. If you are an exempt organization devoted exclusively to public or charitable purposes (aka "non-profits"), you are exempt from the sales tax and the retail license requirements. You may be required to complete and submit an application for Sales Tax Exemption (Form ST-387).

Non-profit organizations falling within the exemption are:

- ⇒ Public libraries and churches
- ⇒ Charitable trusts and foundations
- ⇒ The American Legion, the Veterans of Foreign Wars, the Disabled American Veterans, Fleet Reserve Association, and the Marine Corps League or any similar Veterans' Organization chartered by the Congress of the United States
- ⇒ The Young Women's Christian Association (YWCA), Young Men's Christian Association (YMCA) and the Salvation Army
- ⇒ The Boy Scouts of America and The Girl Scouts of America
- ⇒ The South Carolina Association of Future Farmers of America
- ⇒ Any fraternal society, corporation, or association
- ⇒ Any religious, charitable, educational, or literary society, corporation, or other association
- ⇒ Volunteer fire departments and rescue squads
- ⇒ All community owned recreation facilities opened to the general public and operated on a non-profit basis
- ⇒ All non-profit or community theater companies, symphony orchestras, county and community arts councils and commissions and other such companies

It is the vendor's responsibility to withhold and remit all applicable state and federal taxes. Please contact the South Carolina Department of Revenue at (803) 896-1350 or send an email to TaxRegistration@dor.sc.gov.

Thank you for your interest in York's Summerfest Event! Should you have any questions regarding the event, feel free to contact the Community Events Manager at (803) 792-8678 or via email at events@yorksc.gov.



40th Annual York Summerfest
Saturday, August 26, 2023
Arts & Crafts/Non-Profit Vendor Application
Application Deadline: Monday, June 26, 2023

Vendor Name: _____

Contact Name: _____

Street Address: _____

City: _____ State: _____ ZIP: _____

City of York Business License: _____ SC Retail License: _____

Non-Profit Vendor EIN#	Past York Summerfest Vendor? Yes No
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Total Dimensions (Required): Space based on a 10'x10' layout	Generator: <i>Must be a quiet generator (60-50 DBA)</i> Yes No
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Number of Spaces:	Total: \$ _____ <i>(\$100 per 10'x10' space)</i>
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- Along with your completed application, please be sure to submit the following:**
1. Description of items being sold and pricing
 2. Picture of Set-up

I hereby agree to indemnify, save, and hold harmless the City of York, its subsidiaries, agents, volunteers, sponsors, and/or any other persons or representatives from any and all liability arising out of or in any way relating to my participation in York Summerfest on Saturday, August 26, 2023. The City of York reserves the right to reject any application and refuse admittance to any persons or vendor which in our sole opinion is not keeping with the quality or safety of the festival. I also understand my failure to comply with the rules and regulations of York Summerfest will terminate my right to continue to participate as a vendor in York Summerfest. I hereby release all sponsors, promoters and officials of the City of York, and York Summerfest from any claims of injury or damages resulting from participation in this event.

_____ (initials)

South Carolina law requires vendors conducting sales in South Carolina to have a valid SC retail license, report and pay the applicable sales tax.

_____ (initials)

By signing below, the vendor agrees to abide by the rules and regulations set forth by the City of York and assumes complete responsibility for installing, handling, and staffing its space allocated during York Summerfest.

PRINT NAME: _____

SIGNATURE: _____ DATE: _____

FOR OFFICE USE ONLY				APPROVED? (Circle One) Yes No	
Total Due:	\$	Received:	Date: _____	Received by: _____	
Form of Payment (Circle One)	Cash Money Order Check	Check #	_____	_____	
Balance:	\$	Received	Date: _____	Received by: _____	
Form of Payment (Circle One)	Cash Money Order Check	Check #	_____	_____	
					Space Number _____