



40th Annual York Summerfest Saturday, August 26, 2023 Retail/Commercial Business or Political 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 or marketed
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:

\$150 (based on 10'x10' space)

DO NOT send payment in with application. If approved, you will be notified via email.

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 dba York Summerfest)





DEFINITION OF A RETAIL OR COMMERCIAL BUSINESS VENDOR

Retail and/or Commercial Vendor: retailers that sell merchandise that are not personally made by hand and/or are selling a service. This includes companies that offer services such as window replacement, insurance, hair services, and others, as well as Mary Kay, Do-Terra, Tupperware, and others.

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. For further information, 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
Retail/Commercial Business or
Political Vendor Application
Application Deadline: Monday, June 26, 2023

Vendor Name: _____

Contact Name: _____

Street Address: _____

City: _____ State: _____ ZIP: _____

Email: _____

Website: _____ Social Media: _____

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

| | | |
|------------------------------|-----|----|
| Past York Summerfest Vendor? | Yes | No |
|------------------------------|-----|----|

| | | | |
|---|---|-----|----|
| Total Dimensions (Required): Space based on a 10'x10' layout | Generator: Must be a quiet generator (60-50 DBA) | Yes | No |
|---|---|-----|----|

| | | | |
|-------------------|--------|----|---------------------------|
| Number of Spaces: | Total: | \$ | (\$150 per 10'x10' space) |
|-------------------|--------|----|---------------------------|

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 | | | | | | _____ |