

Vendor Registration Form Revised August 2019 Location and times.



For more information, Contact Ericka Hill @ 843-405-2090 or email mbjazzfestival@gmail.com.

Description of Event (Times are subject to change)

- 3-Day Outdoor Music Festival 1420 Carver Street, Myrtle Beach, SC
- Friday, October 4th 2019 – 6 pm -11pm
- Saturday, October 5th 2019 – 1pm – 11pm
- Sunday, October 6th 2019 – 1pm - 11pm
- Free Admission to the Public. Music Entertainment and Limited Children Activities
- Anticipated attendance: 5,000+

Vendor Information and Requirements:

Payment is due with application. TWO-DAY MINIMUM BOOTH RESERVATION IS REQUIRED. Receipt of Application must be on or before September 3, 2019. Vendor application does not guarantee a vendor space.

- ✓ All vendor fees are non-refundable
- ✓ All vendor requests are reserved on a *first come – first serve* basis and honored whenever possible.
- ✓ We will provide you with your booth space location several days prior to the event.
- ✓ You must provide your own tent, tables, chairs, electricity, etc.
- ✓ Provide a detailed description of your booth items on the form (attach additional sheet if necessary) and, if possible, attach photos of sample items. All applicants must submit a copy of their Menu with the application.
- ✓ All vendors are **prohibited** from selling any type of beverages.
- ✓ Food Vendors: Due to logistics of food vendor set-up, you must check in 2 hours prior to the festival start times. Due to safety issues, food vendors within 2 hours of the festival start time, may forfeit pre-assigned booth location and be assigned an alternate location.
- ✓ IMPORTANT NOTICE: If you do not have a City of Myrtle Beach Business License, you are required to complete the attached “Hospitality Account Application” and remit an additional \$200 fee payable to the City of Myrtle Beach. After the event, you will be required to file the “Hospitality Fee and Local Accommodations Tax Reporting Form”.
- ✓ Vendor Check-In: All vendors must check-in at your designated site. You will receive instructions from one of the staff persons. If we anticipate any changes, all vendors will be notified prior to the event.
- ✓ Booths must be completely set up an hour prior to festival start time. The festival requests that all vendor booths remain open at least until last performer has started. This does not apply to non-profit organizations that are providing information only.
- ✓ This event occurs rain or shine! Be prepared for wind, rain and/or heat/cold.
- ✓ All vendors are required to show proof of liability insurance and read and sign attached waiver.
- ✓ Please fill out vendor registration completely.
- ✓ Absolutely **no unattended** vehicles may be left on the festival grounds the night before the festival.
- ✓ Upon receipt of application, each vendor will receive a confirmation letter. Prior to the event, each vendor will receive booth number, a map, and vendor schedule for **exact set-up and close times** via mail or electronic mail.

Attach check or money order made payable to: **Crossroads Event Productions, Inc.**

RETURN COMPLETED FORM BY September 3, 2019 / A t t e n t i o n : Ericka Hill / Vendor App

Mail to: Crossroads Event Productions, Inc., P O Box 3139, Myrtle Beach, SC 29578-3139

Vendor Registration Form 2019



Vendor/Company/Agency Name:		
Contact Name:		
Address:		
City:	ST:	Zip:
Phone:	Email:	

Type of Booth & Description: Please indicate with a check mark your type of vending below and provide a description. If a description is not provided with application or minimum of 2 days noted, your application will be marked incomplete and returned.

Vendor Booth Space Fees for Oct 4th – 6th , 2019	Friday	Saturday	Sunday
Food Vendor – Selling of any type of food / No Electricity & 2 Day Min.	<input type="checkbox"/> \$250.00	<input type="checkbox"/> \$250.00	<input type="checkbox"/> \$250.00
Retail Vendor – Selling of any other type / No Electricity & 2 Day Min	<input type="checkbox"/> \$150.00	<input type="checkbox"/> \$150.00	<input type="checkbox"/> \$150.00
Food Trucks - Selling of any type of food / No Electricity & 2 Day Min	<input type="checkbox"/> \$350.00	<input type="checkbox"/> \$350.00	<input type="checkbox"/> \$350.00
Non – Profit - No selling of any type / No Electricity & 2 Day Min	<input type="checkbox"/> \$10.00	<input type="checkbox"/> \$10.00	<input type="checkbox"/> \$10.00
Total Enclosed:	\$		
(Credit Card will incur an additional \$7.50 fee) Method of payment:	Cash / Check / Money Order / Credit Cd		

Please give a detailed description of your products/services. Include a photo or business card.

_____ **Proof of Insurance attached.** (Not applicable to non-profits providing information only.)

WAIVER: The Myrtle Beach Jazz Festival Committee reserves the right to refuse any vendor application, should this occur the fee will be refunded with the exception of \$25.00 for administration Cost. A return check fee of \$35.00 for all returned checks. The vendor shall defend, save and hold harmless the City of Myrtle Beach, Myrtle Beach Jazz Festival Committee, Crossroads Event Productions, Inc., their respective officers, agents, board members, staff, volunteers, sponsors and assigns from any claims, damages, losses, liability or expense which may arise, and shall not be held responsible for any loss or damage due to fire, accident, theft, weather, acts of God, vandalism or any other loss or injury whosoever or not specifically described herein, whether past, present or future. Booths are not insured by the City of Myrtle Beach, Crossroads Event Productions, Inc., or any sponsoring agents. Exhibitors/Vendors must take provision for safeguarding their goods. Exhibitor/Vendor must have replacement cost insurance for all personal property. Exhibitor/Vendor assumes full liability for protecting, care and maintenance of exhibitor's/vendor's property. ANY VENDOR NOT HOLDING VALID LIABILITY INSURANCE EXHIBITS AND/OR SELLS AT OWN RISK AND ASSUMES ALL LIABILITY. Any type of vendor(s) are not allowed to offer or sell any beverages of any kind.

Please sign to acknowledge that you have read all of the information, rules and regulations and agree to be bound by this contract.

Signed: _____ Date: _____