

# Vendor Registration Form 2021



## Description of Event (Times to be determined and will be updated once confirmed).

- 3-Day Outdoor Music Festival, Carver Street, Myrtle Beach, SC
- **Friday, October 15<sup>th</sup> · Saturday, October 16<sup>th</sup> · Sunday, October 17<sup>th</sup>**
- Free Admission to the Public. Music Entertainment and Limited Children Activities · Anticipated attendance: 5,000+

## Vendor Information and Requirements:

Payment is due with the application Receipt of the Application must be on or before is September 11, 2021. The 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 before the event.
- You are responsible for your tent, tables, chairs, and electricity, etc.
- Provide a detailed description of your booth items on the form (attach an additional sheet if necessary) and, if possible, attach photos of sample items. All applicants must submit a copy of their Menu with the application or the application will be returned.
- All vendors selling **beverages are Prohibited. The Jazz Festival Organization will provide ALL beverages.**
- **Food Vendors: Due to the logistics of food vendor set-up, you must check-in (3) hours before the festival start times. Due to safety issues, food vendors within 3 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 an attached “Hospitality 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 Accommodation Tax 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 before the event.
- **Booths** must be completely set up an hour before the festival starts time. The festival requests that all vendor booths remain open at least until the last performer has started. This does not apply to non-profit organizations that are providing information only.
- **Vehicles** are only allowed on the property to load and unload. No vehicles are allowed on festival grounds after unloading. **No exceptions.**
- This event will 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 the attached waiver.
- Please fill out the vendor registration form completely.
- Absolutely **no unattended** vehicles and personal merchandise may be left on the festival grounds.
- Crossroads Event Productions, City of Myrtle Beach, Volunteers, staff, and others are not responsible for loss or stolen.
- **As extra precautions to prevent the spread of COVID-19, ALL vendors must provide their hand sanitizer and Clorox bleach wipes at each booth.**
- Upon receipt of an application, each vendor will receive a confirmation letter. Before the event, each vendor will receive a booth number, a map, and a 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, 2021 / A t t e n t i o n : Vendor Application**

**Mail to:** Crossroads Event Productions, Inc., P O Box 3139, Myrtle Beach, SC 29578-3139  
Jennifer Dennison or Diane Davis at Mary C. Canty Recreation Center 971 Canal Street,  
Myrtle Beach SC

# Vendor Registration Form 2021



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

**Type of Booth & Description:** Place a checkmark inside the vending box your type of vending below and provide a description.

If a description is not provided with the application or a minimum of 2 days noted, your application will be marked incomplete and returned.

<b>Vendors Booth Space Fees for Oct 15<sup>th</sup> – 17<sup>th</sup>, 2021</b>		<b>Friday Saturday &amp; Sunday</b>
All vendors will be charged a flat fee for three (3) day events.		
Food Vendor – Selling of any type of food / No Electricity & 2 Day Min.	<input type="checkbox"/>	\$550
Retail Vendor – Selling of any other type / No Electricity & 2 Day Min	<input type="checkbox"/>	\$300
Food Trucks - Selling of any type of food / No Electricity & 2 Day Min	<input type="checkbox"/>	\$750
Non – Profit - No SELLING of any type / No Electricity & 2 Day Min	<input type="checkbox"/>	FREE
<b>Total Enclosed:</b>		
(Credit Card may incur additional fees)	<b>Method of payment:</b>	

**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 would be refunded except for \$25.00 for administration Cost.

**A return check fee of \$35.00 for each returned check.** The vendor shall defend, save and hold harmless the City of Myrtle Beach, Myrtle Beach Jazz Festival Committee, and Crossroads Event Productions, Inc., their respective officers, agents, board members, staff, volunteers, sponsors, and assignees 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 whatsoever 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 make provisions 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 THEIR OWN RISK AND ASSUMES ALL LIABILITY. Any type of vendor(s) is 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: \_\_\_\_\_