



2018 SPECIAL EVENTS FOOD VENDOR AGREEMENT & APPLICATION

TO APPLY FOR CONSIDERATION: A completed Food Vendor Application and a photo of your booth (including signage) must be submitted for consideration to:

Online: www.cityofgoosecreek.com/contact/food_vendor_application_

Email: Kara McKeown, Program Coordinator at kmckeown@cityofgoosecreek.com

In person: Goose Creek Community Center, 519A N. Goose Creek Blvd. Goose Creek, SC 29445

Mail: City of Goose Creek Recreation Department, Attn: Special Events, PO Drawer 1768
Goose Creek, SC 29445.

See application for deadlines/fee schedules.

METHOD OF SELECTION: The City of Goose Creek Recreation Department only accepts a limited number of Food Vendors for each event. Vendors are evaluated on overall event experience, experience and loyalty with the City of Goose Creek Recreation Department, overall booth attractiveness, diversity of items/services, and prices. Applications will be reviewed to ensure your product is the right fit for each event's theme. For vendors of equal standing, applicants will be chosen based on when the application was received. *Vendors with delinquent City of Goose Creek hospitality taxes will not be considered.*

NOTIFICATION OF ACCEPTANCE: Applicants will be notified via email of all approved items/services approximately a week after application deadline. **COMPLETING AN APPLICATION DOES NOT GUARANTEE ACCEPTANCE.**

FEES: Once accepted, selected vendors must remit payment for vendor fee by the deadline for each event. Payment may be made at the Goose Creek Community Center, by phone with a Visa or Mastercard, or mailed. Checks may be made payable to the City of Goose Creek. Failure to pay by deadline will result in forfeiture of space. Food vendors will be required to pay a 2% hospitality tax on their food sales to the City of Goose Creek. Vendors will have approximately 4 weeks to submit payment. Vendor fees are refundable up to two week prior to the event less a \$5 administrative fee. No refunds will be issued within 14 days of the event.

MENU ITEMS: The Recreation Department reserves the right to select the types of food to be sold to minimize duplication and retains the right to deny the selling of any menu item. In such an instance, the vendor will be contacted to discuss alternatives. Priority will be given to those that apply first. There is no guarantee that you will be the sole vendor or the sole vendor of any food item. No alcoholic beverages can be sold out of your booth at any time unless approved by Event Coordinator.

BOOTH SPACE/LOCATION: Standard vendor space is 15'W x 20L' If you need more space (i.e food trucks, trailers, etc.), you must seek approval from the event coordinator. All events are outdoors. Booth location is determined by the Goose Creek Recreation Department and is non-transferable.

EQUIPMENT/ELECTRICITY: Vendors are responsible for providing all operational equipment, including but not limited to: tables, chairs, canopies, tents, ice, etc. Vendors must bring their own power supply and extension cords. As a courtesy to others, ALL GENERATORS MUST BE MUFFLED to reduce noise. Vendors must bring their own water container for filling as necessary, as running water will not be provided.

TRASH: Participant shall provide their own trash receptacles and not use trash receptacles provided for festival patrons.

MARKETING/PROMOTION: Vendors agree that all marketing and promotional material will be distributed ONLY from assigned booth location. No member of the organization is to distribute information verbal or printed more than five feet from the assigned booth space.

EVENT HOURS: Vendor agrees to operate throughout all hours of the event and agrees to remain in booth until official closing time. If vendor arrives past the specified set-up time for the event, vendor may not be allowed admittance. If a vendor does not show up on the day of the event no refunds will be given.

INSURANCE: Once accepted, vendors will provide a copy of their Certificate of Insurance for the event with a minimum liability coverage of \$1,000,000 naming the "City of Goose Creek, 519 N. Goose Creek Blvd. Goose Creek, SC 29445" as additional insured.

DISCLAIMER: The event will be held rain or shine to the best abilities of the City of Goose Creek Recreation Department. The Department makes no representation as to the number of potential event attendees and assumes no liability for any financial loss due to vendor's operation at the event.

Violation of this policy will cause your organization to be dismissed from the event grounds without a refund of vendor fee. In addition, your organization will not be allowed to participate in future City organized events.

AGREEMENT

I have read, and agree to comply with the policies explained above. I agree to not hold the City of Goose Creek or any of the staff/volunteers responsible for any injury, property damage, or theft of any kind, nor will I be a party to any legal action against any of the above named. I also agree to be responsible for collection of South Carolina State Sales Tax and City of Goose Creek hospitality tax.

FOOD VENDOR INFORMATION

BUSINESS/ORGANIZATION NAME	
CONTACT NAME	
ADDRESS	
PHONE	
EMAIL	
SC RETAIL LICENSE #	
CHECK ONE:	<input type="checkbox"/> TENT <input type="checkbox"/> TRAILER <input type="checkbox"/> FOOD TRUCK
TRAILER/TRUCK DIMENSIONS	
PROPOSED MENU (LIST IN DETAIL AND INCLUDE PRICES):	
OTHER EVENTS PARTICIPATED IN	

Select events interested in applying for:

EVENT		2018 DATES	LOCATION	VENDOR FEE	APPLICATION/ FEE DEADLINES	AVERAGE ATTENDANCE
LEPRECHAUN BASH	<input type="checkbox"/>	March 16 4-7 pm	Carnes Crossroads Green Barn	\$50	February 2/ February 16	New event
BBQ&BREWS	<input type="checkbox"/>	April 21 4-7 pm	Carnes Crossroads Green Barn	\$50	March 9/ March 23	New event
SPRING CONCERT SERIES	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	April 27 6-9 pm May 11 6-9 pm May 25 6-9 pm	Crowfield Golf Course	\$50/ concert	March 16/ March 30	400/concert
FABULOUS FOURTH IN THE CREEK	<input type="checkbox"/>	July 4 6:30-9:30 pm	Goose Creek Municipal Center	\$200	May 18/ June 1	4,000
OUTDOOR MOVIE	<input type="checkbox"/>	September 22 7:30-9:30 pm	Goose Creek Municipal Center	\$50	August 10/ August 24	500
FALL FESTIVAL	<input type="checkbox"/>	October 13 10 am-3 pm	Goose Creek Municipal Center	\$225	August 31/ September 14	4,000

APPLICANT SIGNATURE _____ **DATE** _____

FOR STAFF USE ONLY: APPLICATION PHOTO INSURANCE VENDOR FEE