



VENDOR RULES, REGULATIONS AND REGISTRATION

Main Street Laurens' 18th Annual Squealin' on the Square
KCBS STATE CHAMPIONSHIP BBQ Cook-Off
October 5 & 6, 2018

With the Courthouse Square as the centerpiece of this event, historic downtown comes alive as hundreds of people arrive for the festivities. We are interested in a variety of participants to keep our event appealing, so this year, we will be carefully jurying these applications. **THE COMMITTEE RESERVES THE RIGHT TO FINAL SELECTION AND YOU WILL BE CONTACTED ONCE THE COMMITTEE HAS APPROVED YOUR APPLICATION. LAST YEAR'S PARTICIPANTS WILL BE GIVEN FIRST OPPORTUNITY BUT **ARE NOT GUARANTEED A SPACE.****

RULES & REGULATIONS

1. Date: Friday, Oct. 5 and/or Saturday, Oct. 6 → please note days of participation on application
2. Time: 4pm–10pm 10am–8pm
3. Location: Downtown Laurens – Courthouse Square (Hwy 76)
4. **DEADLINES: EARLY REGISTRATION-BEFORE AUGUST 31**

LATE REGISTRATION-AUGUST 31-UNTIL CAPACITY

Booth Spaces: ARTS& CRAFTS, RETAIL/BUSINESS, NON-PROFIT AND SPECIALTY FOOD ARE 12' X 10' and should be covered by a tent or awning. Booths should be appropriately weighted. The fee is for ONE OR BOTH days of the event and includes **110 v electricity IF NEEDED & \$20 City of Laurens Business License Fee.**

FEE SCHEDULE:

B) Crafts spaces \$90 early registration or \$110 late registration. Crafters are defined as vendors whose crafts are handmade by the artist selling at the event. This may include honey, and homemade dips etc.

C) Non-Profit organizations selling food are \$70 early registration or \$90 late registration. Non-Profits are organizations designated as a 501 c organization by the IRS.

D) Non-Profit organizations NOT selling food are \$50 early registration or \$70 late registration. Non-Profits are organizations designated as a 501 c organization by the IRS.

E) Retail Vendors are \$175 early registration or \$225 late registration. Retail vendors are those who are re-selling items or those promoting their professional business such as chiropractors, furniture stores, banks pool companies, etc.

5. Spaces are 12 feet wide by 10 feet deep. No tables or chairs are provided. Any shelters, tables or display racks provided by the crafter must be removed by the crafter no later than MIDNIGHT Saturday. Must maintain booth space until close of festival. (Anyone leaving early may not be allowed to participate in the future)

6. Canopies are welcomed and encouraged, but **MUST NOT** exceed booth space. This will be strictly enforced.

7. **SET-UP TIMES:** Crafters may begin assembling areas no earlier than 1pm Fri.

Non-Profits selling food may begin assembling areas no earlier than 12pm on Fri.

Non-Profits NOT selling food may begin assembling areas no earlier than 2PM on Fri.

Retail Vendors may begin assembling no earlier than 2PM Fri.

All vendors may begin set-up no earlier than 7:30AM on Saturday. Areas must be set up and **all service/supply vehicles removed from the square one hour after set-up time on Friday and 8:30a Sat.** Vehicles left on the square will be towed at the owner's expense.

8. **Electrical power** is provided only for those who request it. Extension cords will not be provided.

9. *A City of Laurens Business License is required and this form serves as that license - fee included in this application.*

10. **Acceptance:** All vendors are subject to approval by festival committee/management. Should a vendor *not* be accepted, all fees will be promptly returned. Acceptance by the Squealin' on the Square committee is a commitment to participate in the festival and there will be NO REFUNDS. Vendors will be notified by email when accepted.

11. Applications accepted on a first-come, first serve basis.

12. Cancellations after August 15, 2018 will result in forfeiture of entire space deposit.

13. Main Street Laurens carries **NO** insurance for crafters and **WILL NOT** be responsible or liable for loss or damage from any cause.

14. **South Carolina Sales Tax** is the responsibility of each vendor and should be collected and paid by that vendor. The South Carolina Department of Revenue will require a sales tax number if/when visiting the festival. Forms can be obtained either by calling the SC Department of Revenue or online at sctax.org.

Items NOT PERMITTED by participants:

- Drink products (water, soft drinks)
- Anything that can be considered a weapon of any kind
- Fireworks, stink bombs, etc.

All items MUST BE APPROVED by the Squealin' on the Square Event Committee prior to setting up booth.

**FOOD PRODUCTS WILL REQUIRE Q-PONS SALES & A 80/20 % SPLIT WITH MAIN STREET LAURENS*

For more information, contact Jonathan Irick, Executive Director of Main Street Laurens via email at mail@mainstreetlaurens.org or by phone at (864) 984-2119. We look forward to hearing from you!

CHECKLIST:

1. ____ Application for participation in the 2018 Squealin' on the Square has been completed and is legible.
2. ____ Appropriate payment included
3. ____ Photos of booth and merchandise (FOR FIRST TIME VENDORS)

Laurens Squealin' on the Square – Oct. 5 & 6 _____ *Date Received*
Vendor Application Form _____ *Approved* _____ *Unapproved*

Vendor Type (Check One):
 CRAFTER NON-PROFIT (selling food) NON-PROFIT (not selling food) RETAIL

VENDOR NAME: _____ BUSINESS NAME: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

TELEPHONE: _____

EMAIL: _____

DESCRIPTION OF WARES, INFORMATION ETC:
 Include: (PHOTOS MUST BE SUBMITTED WITH APPLICATIONS for first time vendors or new items)
 • DETAILED description, include process used (indicate if original design & materials used) for crafts, items to be sold or given away (please use back of application for more room)
 • Shows in which you have exhibited.

Will you be participating (Check ONE): *Friday* _____ *Saturday* _____ *Both* _____

WILL YOU REQUIRE AN ELECTRICAL CONNECTION? (CIRCLE ONE)
 YES (only 110V will be available to run lights, a fan etc.) _____ NO (I do not need power) _____

First time participants must include photographs of your setup/items. Mail photographs, this application and fee (see fee schedule) payable to Main Street Laurens to:
 Squealin' on the Square – PO Box 1736 – Laurens, SC 29360
 Contact the Main Street Laurens office at 864-984-2119 with questions.

Participant's Agreement
 The undersigned agrees that he/she will be responsible for any loss or damage to his/her work during Squealin' on the Square. He/She agrees to abide by all rules as set forth by the Squealin' on the Square Officials and as explained in the materials enclosed with this application. My signature below and enclosed payment indicate that I understand that failure to abide by these rules and regulations may result in the termination of my contract and my participation in future events with Main Street Laurens. **I also agree to maintain my booth space until the close of the festival and understand that if I don't, I may not be allowed to participate in the future.**

Application fee and photo must accompany this application. This is a rain or shine festival - No refund due to weather. The registration fee is refundable until August 15 2018.

PARTICIPANT'S SIGNATURE _____

CONDITIONS

The Squealin' on the Square Barbecue Cook-off Committee reserves the right to reject any application. If your application is not accepted, your money will be refunded. However, no refunds of the application fee will be made once you have been accepted into the contest. Any photographs or videos taken of your team on-site become the property of Main Street Laurens and may be used for promotional purposes.

By signing the application, contestants agree to indemnify and hold Main Street Laurens, the Squealin' on the Square Committee, the city of Laurens, the Laurens CPW, their employees, agents and volunteers, harmless from any and all claims made against same; including without limitation, all costs, liabilities, judgments, expenses, damages or reasonable attorneys' fees, arising out of, or in connection with; (1) any structure erected by Contestant; (2) any apparatus, equipment or personal property used by Contestant; (3) any act or omission to act of Contestant, its agents, invitees, participants, representatives, employees, servants, and assigns; and (4) any claims made on account or resulting from contestants participating in the contest. Any legal action concerning this contract will be conducted in the County of Laurens, South Carolina.