



**Saturday,  
August 24, 2024  
10am-7pm**

# **41st York Summerfest Vendor Application 2024**





# Application Requirements



## Complete Application



- Deadline for application is Friday, July 26th, 2024



## Menu List or Items for Sale



- Food Trucks - Menu List with prices
- Other Vendors - Items being sold or marketed with prices



## Picture of Setup or Food Truck



- Pictures based off a 10x10 space
- Food Trucks make sure you show what side is your serving window



## Food Vendors Only



- Food Vendors please include dimensions of truck
- Width & Depth
- Including food truck (food trucks will be unhitching for the festival), trailer canopies, tents and tent tongues



## Payment



- Once you have been notified of approval, please make payment to **City of York**

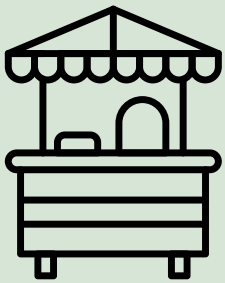
**Attn: York Summerfest**

**P.O. BOX 500**

**York, SC 29745**

- Make check payable to City of York dba York Summerfest

***\*Note incomplete applications will not be considered for the festival***



# Vendor Layout

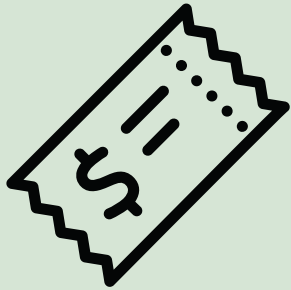


## Vendor Space



- After vendors turned in their completed application, all paperwork and returned signed approved vendor letter; the vendor will be sent the layout of placement on **approximately** the week of August 5th, 2024.
- Note once all vendors have given placement they will not be able to move from placement and a refund will not be issued if vendor pulls out of festival.

*\*Please be patient for vendor placement notification, you will be notified in plenty of time for the festival*



# Vendor Fee

## **\$100: Arts & Crafts and Non-Profit Vendors**

- Based on 10 x 10 space
- Each additional 10 x 10 space is \$50
- Arts & Crafts is defined by 90% of your materials are handmade

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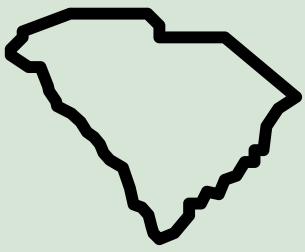
## **\$150: Retail, Commercial Business and Political Vendors**

- Based on 10 x 10 space
- Each additional 10 x 10 space is \$100

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## **\$150: Food Vendors**

- Based on 10 x 10 space
- Each additional 10 x 10 space is \$100
- Fee includes Hospitality Tax



# South Carolina Retail License

The South Carolina Department of Revenue requires every person who engages in business in the state of South Carolina as a trailer 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, which an admission 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 "nonprofits"), 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). Nonprofit organizations coming 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 Reserved Association, and The Marine Corps League or an similar veteran's 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 literacy society, corporation , or other association
- All community owned recreation facilities opened to the general public and operated on a nonprofit basis
- All non-profit or community theater companies, symphony orchestras, county and community arts councils and commissions an other such companies





# City of York 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. If you do not have a City of York Business License you may visit <https://www.yorksc.gov/planning-development/page/business-license> to find the business license application form. If you have anymore questions referring to a City of York Business License you may contact the Planning & Development Department at (803)628-3925.



## Insurance

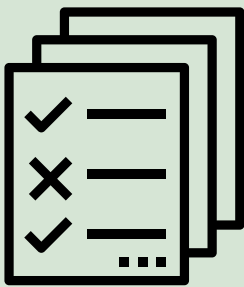
**All vendors** must carry general liability insurance. In the Certificate Holder Section of the COI, both of the City of York and the York Summerfest must be listed as an additional insured. Your insurance company mail a copy of the COI to us at the address above or copy may be emailed to [events@yorksc.gov](mailto:events@yorksc.gov). If you are need in of an insurance policy **ACT Insurance** provides affordable one day policy and other policies as well. Link is listed above under act insurance.



### Send in copy of COI (Certificate of Insurance)



- This is a step you **MUST** complete **BEFORE** the festival.
- **No COI, No Entry** into the festival.

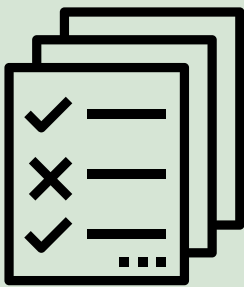


# City of York Festival Codes & Regulations

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 food vendors who prepare items for consumption on-site will be inspected through the City of York Fire Department Inspector and requirements must be met before vendor will be allowed to operate:

**Fire Code IFC 904.12.5, 904.12.5.1, 904.12.5.2 & 906:** all food vendors utilizing cooking equipment involving vegetable or animal oils shall be protected by a Class (K) rated portable extinguisher. Portable fire extinguishers shall be provided within a 30-foot (9144 mm) travel distance of commercial-type cooking equipment. Cooking equipment involving solid fuels or vegetable or animal oils and fats shall be protected by a Class (K) rated portable extinguisher in accordance with Section 904.11.5.1 or 904.11.5.2, as applicable.

- **Section 904.12.5.1** - all solid fuel cooking appliances, whether or not under a hood, with fireboxes 5 cubic feet (0.14 m<sup>3</sup>) or less in volume shall have a minimum 2.5-gallon (9L) or two 1.5-gallon (6L) Class (K) wet-chemical portable fire extinguishers located in accordance with Section 904.11.5.
- **Section 904.12.5.2** - when hazard areas include deep fat fryers, listed Class (K) portable fire extinguishers shall be provided, as follows:
  - For up to four (4) fryers having a maximum cooking medium capacity of 80 pounds (36.3 kg) each - one Class (K) portable fire extinguisher of a minimum 1.5-gallon (6L) capacity.
  - For every additional group of four (4) fryers having a maximum cooking medium capacity of 80 pounds (36.3 kg) each - one additional Class (K) portable fire extinguisher of a minimum 1.5-gallon (6L) capacity shall be provided.
  - For individual fryers exceeding 6 square feet (0.55 m<sup>2</sup>) in surface area - Class (K) portable fire extinguishers shall be installed in accordance with the extinguisher manufacturer's recommendations.
- All other non-vendors shall have at minimum one (1) 10-pound ABC fire extinguisher.



# City of York Festival Codes & Regulations

**Fire Code IFC 3106.5, & 3106.5.1:** Cooking appliances or devices. Outdoor assembly events with concession stands or booths using cooking appliances or devices shall comply with Sections 3106.5.1 through 3106.5.3.

- **Section 3106.5.1** - Separation from tent or structures. Cooking appliances or devices that produces sparks on grease-laden vapors or flying embers (firebrands) shall not be used within 20 feet (6096mm) of a tent or temporary structure. **Exceptions:** Designated cooking *tents* not occupied by the public when *approved* by the *fire code official*.

**Fire Code IFC 6103.1 & NFPA 58/5.2.1.4:** all LP-gas equipment shall be installed in accordance with International Fuel Gas Code and NFPA 58, except as otherwise provided in this chapter. Containers that show excessive denting, bulging, gouging, or corrosion shall be removed from service.

**Fire Code IFC 6103.1 & NFPA 58/6.6.2.1:** all LP-gas equipment shall be installed in accordance with the International Fuel Gas Code and NFPA 58, except as otherwise provided in this chapter. Cylinders shall be installed only aboveground and shall be set upon a firm foundation or otherwise be firmly secured. The cylinder shall not be in contact with the soil.

**Fire Code IFC 6103.1 & NFPA 58/5.9.6:** all LP-gas equipment shall be installed in accordance with the International Fuel Gas Code and NFPA 58, except as otherwise provided in this chapter. All gas lines shall be in good shape; cracked lines, and any other non-conformities will not be allowed.

**Fire Code IFC 906.1:** all vendors equipped with portable generators and where flammable or combustible liquids are stored, used or dispensed shall be provided with an approved portable fire extinguisher. All portable fire extinguishers shall have a minimum rating of 2-A: 10-B:C and be provided with an approved annual maintenance tag.



## Food Vendors

Food vendors are required to comply with all provisions of South Carolina Department of Health & Environmental Control (SCDHEC) Regulation 61-25: Retail Food Establishments, which are applicable to its operation. The health authority may augment such requirements when needed to ensure the service of safe food may prohibit the sale of certain potentially hazardous food and may modify specific requirements for physical facilities when in the opinion of the health authority, no health hazard will result.



## Hospitality Tax

**\*APPLICABLE FOR ALL FOOD VENDORS:** Per *Ord. No. 03-387, & 3, 1-4-2003; Ord. No. 09-493, 5-5-2009* vendors, for a period of one day during a special event, shall pay in advance to the city the amount of \$60.00 as estimated local hospitality tax for the one day. Within 15 calendar days following the special event, the vendor shall report to the city the amount of monetary proceeds received during the special event and pay any additional amount of hospitality tax in the event the sales exceed \$3,000.00 or receive a refund if the sales do not exceed \$3,000.00. Failing to make such a report before expiration of the 15-day period, the vendor forfeits the right for any refund, but remains liable for any additional amount due.

Got more  
questions?

*We'd love to  
hear it!*



803-984-2645



[events@yorksc.gov](mailto:events@yorksc.gov)



[yorksc.gov](http://yorksc.gov)

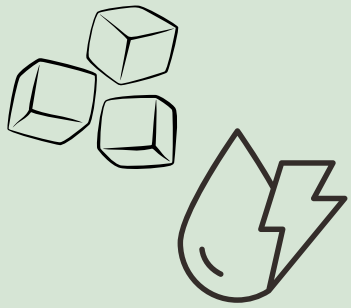






## Hours of Operation

Vendors are **REQUIRED** to stay the entirety of the festival, scheduled from 10:00am-7:00pm. Vendors must be set up by 9:00am and **CAN NOT** break down until the conclusion of the event at 7:00pm. **NO EXCEPTIONS.** Vendors who leave early will not be issued a refund and will not be allowed entry into next year's festival.



## Ice & Utilities

Ice will NOT be provided. Please make arrangements if you need ice for your vendor space. 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.**

**Any and All vendors using a generator for products or cooking food will have to be inspected by the York Fire Department before the festival starts and fill out the YFP Fire Inspection Form on the next page.**



### Complete YFD Fire Inspection Form



- Any vendor using a generator for products or cooking food
- Please complete and have form with you the day of the festival
- You will have to be inspected before the festival begins

P O Box 500  
York, SC 29745  
Phone: (803) 684-1700  
Fax: (803) 628-3922



Michael Regal, Fire Chief  
mregal@yorksc.gov

Website: www.yorksc.gov

## **SUMMERFEST 2024 FOOD & GENERATOR VENDOR FIRE INSPECTION FORM**

Space No.: \_\_\_\_\_ (To be completed by City Staff)

### **(To be completed by Vendor)**

**Type of Operation:** ☐ Tent ☐ Food Truck/Trailer **Tent/Vehicle Size:** \_\_\_\_\_

**Business Name:** \_\_\_\_\_

**Mobile Vendor Representative:** \_\_\_\_\_

**Email:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**Type of food being prepared:** \_\_\_\_\_

### **FIRE EXTINGUISHERS:**

☐ 2A:10BC ☐ Annual Inspection ☐ Mounted ☐ Accessible  
☐ Class K Extinguisher (For Fryers) ☐ Annual Inspection ☐ Mounted ☐ Accessible  
K-Type – (1) Required for max. 80 lb of cooking media or solid fuel/(2) Required for above 80 lb. of cooking media or solid fuel

### **LPG (PROPANE):**

- ☐ LP Gas containers shall be located and secured on the exterior of the vehicle or not less than 5 feet away from cooking operations in tents.  
*Not to be located on roof, inside passenger compartment, or extend further than the rear bumper and shall be protected from vehicle collision.*
- ☐ Hose used to pipe LP-Gas must be Underwriter Laboratories (UL) or FM listed (marked 350-psi working pressure)
- ☐ Couplings, fittings, and other devices meet UL or FM requirements.
- ☐ LP Gas tanks are to be located outside of the vehicle with a minimum of 5 feet from primary means of egress.
- ☐ LP Gas detection system for food truck/enclosed trailer with LP gas system.
- ☐ Carbon Monoxide detector installed for food truck/enclosed trailer.

### **TYPE I HOOD / FIRE SUPPRESSION SYSTEM: (Required for any food truck/trailer with grease vapors)**

- ☐ Type I Hood cleaned with record of cleaning verified (within at least 6 months)
- ☐ Fire Suppression System serviced with record of service verified (within 6 months)

### **TENTS WITHOUT HOOD/FIRE SUPPRESSION SYSTEM: (Required for any tent with grease vapors)**

- ☐ A non-combustible lid of sufficient size to cover the cooking well completely is immediately available.

### **GENERATOR:**

- ☐ Generators shall be located not less than 20 feet from tent or vehicle unless vehicle mounted.
- ☐ Fuel to be stored away from vehicle, no less than 20 feet, or in approved flammable liquid safety container.
- ☐ Generators shall not be refueled in areas occupied by the public.
- ☐ Generators shall be caged or fenced off to prevent public access in an approved manner.
- ☐ A minimum 2A:10BC fire extinguisher shall be located a minimum of 20 feet from generator while refueling.

### **GENERAL FIRE SAFETY:**

- ☐ Installation of electrical equipment shall comply with the Electrical Codes NFPA 70 and NEC.
- ☐ Aisle-way kept clear of storage and combustible materials for egress of employees.
- ☐ Exit door latch mechanism(s) shall be operable by hand.
- ☐ Tents shall be properly anchored.
- ☐ 10 foot separation between cooking vendor and other vendors.

Inspected by: \_\_\_\_\_ Date: \_\_\_\_\_



# Vendor Application Form

**Application Deadline:**  
**Friday, July 26th, 2024**



Vendor Name: \_\_\_\_\_ Name: \_\_\_\_\_

Street Address: \_\_\_\_\_

City, State, & Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Email Address: \_\_\_\_\_

Facebook: \_\_\_\_\_ Website: \_\_\_\_\_

SC Retail License #: \_\_\_\_\_ Past York Summerfest Vendor: \_\_\_\_\_

City of York Business License #: \_\_\_\_\_ ☐ Yes ☐ No

Non-Profit Vendor EIN #: \_\_\_\_\_ *(applicable only for non-profits)*

Describe your food or items for sale: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Vendor Type: ☐ Food Vendor ☐ Arts & Crafts/Non-Profit ☐ Retail/Commercial  
Political Vendor

Cooking with Grease: ☐ Yes ☐ No Number of Spaces: \_\_\_\_\_

Total Dimensions: \_\_\_\_\_ Generator: ☐ Yes ☐ No  
*(Space based on a 10x10 layout)*

Total: \$ \_\_\_\_\_ *(Must be a quiet generator (60-50 DBA)  
(Any vendor using generator for products or cooking food, Must fill out YFD Fire Inspection Form)*

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 24th, 2024. 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.

South Carolina law requires vendors conducting sales in South Carolina to have a valid SC retail license, report and pay the applicable sales tax.

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.

\_\_\_\_\_ Initials *(Initial for all three statements here)*

Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_