



Dear Interested Vendor,

First and foremost, we thank you for your interest in the Main Street Latin Festival™. Last year's event drew almost 10,000 people over one day, and we are looking for even more growth this year!

As we predicted last year, by not charging an admission charge we brought double the attendance to the festival.

- This worked wonder-fully for vendors! We believe that by not charging an entrance fee will encourage not only many more people to attend the event itself, but there will be more funds available to spend with you, our vendors!

The Main Street Latin Festival™ will be held Saturday August 28th, 2010.

Please look over the information in the following agreement carefully and thoroughly and return your application as soon as you are able. Booths will be sold on a first-come, first-serve basis. Once the spaces are full, they are full! Last minute additions will not be granted.

Please note that the deadline for submitting your application is August 13th, 2010

We are looking forward to having you at the 2010 Main Street Latin Festival™!!

Sincerely,

Genaro Padilla
GG Productions
2317 Sunset Boulevard
West Columbia, SC 29169
Office 803-939-0360
Cell 803-348-0749
Fax 803-939-0360

BOOTH ACTIVITIES/DISPLAYS

• Vendors are **NOT** allowed to sell drinks of any kind (water, lemonade, soda, beer etc.) You may **NOT** accept cash as form of payment for any food and non food items. You may only accept the Main Street Latin Festival Tickets for all purchases. **PLEASE NOTE THAT GG PRODUCTIONS WILL RETAIN 20% OF THE TOTAL GROSS PROCEEDS.** Tickets will be sold as \$1.00 increments. You will be handed a box to keep your tickets until the end of the night. After the festival is over, you and GG Productions will then tally out the tickets and a receipt of the total proceeds will be provided to you. Approximately one week after the festival, you will receive your check minus the 20% that GG Productions will retain via US Postal Service.

CLEANING FEE IS REQUIRED

A cleaning fee will be required at the time you submit you're application. The cleaning fee that is required IN ADDITION to appropriate Vendor Fees, and the deposit requirements are as follows:

\$50.00 Non-Food Vendor and \$100.00 Food Vendor- A separate check is required for the cleaning fee. This check will be kept on hold until the end of the evening and management verifies that you area is left clean. This deposit will be refundable if the area is left clean at the discretion of management.

Please bring plenty of garbage bags to dispose of all remaining food and all other garbage. All items to be disposed, including food, **MUST** be placed in plastic bags priors to Disposing into the dumpster, according to DHEC regulations. The working area or back of the booth should remain clean at all times. If not kept clean, vendor could be subject to a warning and / or closing of the booth with no refund at management's discretion. You will be advised the day of the event by one of the MSLF staff members where all garbage should be disposed at.

BOOTH SET-UP / MAINTENANCE / DISMANTLING

- Set-Up may begin at 6:00 am and must be completed by 10:00 am to allow for proper inspections prior to start of the event. You may not be allowed on festival grounds after set up time has passed.
- Vendors are required to adequately staff their booth during ALL hours of the festival.
- Displays cannot extend beyond the dimensions reserved by the Vendor. Cords, rope, wire, etc. must be placed behind or under your table and away from traffic.
- We prefer that you use a table covering for eye appeal and to hide boxes/storage items.
- Political campaigners/activists are NOT permitted.
- Vendor displays and activities **MUST** be limited to the space, product and service for which the vendor has outlined in the application.
- Vendors will not be allowed **under any circumstances** to bring vehicles onto the festival grounds until after the festival is over in order to protect the safety of those in attendance.

SIGNAGE

Vendors are allowed a maximum of four (2) banners to be contained within their designated booth area. All vendors are **REQUIRED** to post two (2) banners with prices clearly shown

ELECTRICITY

No more than (1) regular 110 a/c sockets will be provided for booths. The main stage will be illuminated as necessary, but we recommend that you bring your lighting system to satisfy your needs, as well as a 100' extension cords approved for outdoor use and duct tape to tape the extension cords to the ground. All vendors MUST duct tape their extension cords to the ground. Cords not approved for outdoor use will not be allowed. We recommend you also bring a multiple power strip.

Food Vendor Requirement

HEALTH AND SAFETY

- You are required by varying South Carolina regulations to have on hand the following:

1. Fire retardant tent covering. *All tents are included in the Vendor Package you choose, and all are fire retardant.*
2. **Hand washing station.** *It is not necessary to have a specialized station for hand washing. The picture below is an excerpt from the DHEC Special Event Regulations pamphlet that describes an adequate hand washing station. The full pamphlet will be issued with your Vendor Package upon approval of your application.*



Adequate methods must be taken to ensure clean hands. When a hand washing lavatory is not available, a container of water with a spigot, soap and disposable towels shall be provided. Use of disposable food-handling gloves, moist-type single service towels, and hand sanitizers is encouraged in addition to hand washing.

3. **Fire Extinguisher.** If you are using electrical or gas equipment for cooking, you **MUST** bring a Fire Extinguisher. Extinguishers **MUST** be rated Class A-B-C to extinguish Ordinary Combustibles (Class A), Flammable Liquids (Class B) and Electrical Equipment (Class C).

4. **Food Thermometer.** If you are cooking on-site, you **MUST** bring a Food Thermometer that is capable of reading temperatures from 0°F to 155°F.

- **Propane cooking** tanks must have a 10' hose, which can then be laid on the ground at least 6' away from the cooking appliance.

- No water connections are available.

- **Electrical**

No more than (1) regular 110 a/c sockets will be provided for booths. The main stage will be illuminated as necessary, but we recommend that you bring your lighting system to satisfy your needs, as well as a 100' extension cords approved for outdoor use and duct tape to tape the extension cords to the ground. All vendors **MUST** duct tape their extension cords to the ground. Cords not approved for outdoor use will not be allowed. We recommend you bring also bring a multiple power strip.

- **A DHEC inspector will be on hand prior to the start of the event to ensure that all regulations pertaining to Special Event food service are being followed. Main Street Latin Festival™, and GG Productions will not refund any vendor fees or deposits should you fail to meet DHEC regulations and be shut down.**

- **A Fire Marshall will also be performing an inspection for all safety hazards. Main Street Latin Festival™, and GG Productions will not refund any vendor fees or deposits should you be shut down by the City Fire Marshall.**

LICENSING, PERMITS, SALES TAX,

By law it is required by GG Productions to register all the vendors to The City of Columbia prior to the event.

- **SALES TAX:** All Non-Food and Food Vendors shall be solely responsible for collecting and reporting sales tax. We recommend including sales tax in the price of your products. Appropriate forms will be issued with your Vendor Package and or can be downloaded from www.sctax.org in the sales and use option. Form ST3 for Food and Non Food Vendors.
- **HOSPITALITY TAX:** All Food Vendors shall be solely responsible for reporting their Hospitality Taxes with the State of SC and The City of Columbia. Both forms will be issued with your vendor package and or can be downloaded from www.sctax.org in the sales and use option form ST3-89.
- **INSURANCE:** Liability insurance, if desired, must be purchased at the Vendor's expense. See INDEMNITY.
- **LICENSING:** If you are participating in festivals vending year round in South Carolina, you will need to register with the South Carolina Department of Revenue for sales tax purposes. If you are participating in ONLY the Main Street Latin Festival ™, you can file a onetime Sales Tax return. Food Vendors are required by the City of Columbia to pay Hospitality Taxes Form ST3-89 Pg. 5. This form will Also be issued with your Vendor Package and or can be downloaded from. www.sctax.org in the sales and use option.

INDEMNITY

Main Street Latin Festival ™, GG Productions Inc. and the City of Columbia reserve the right to reject any displays to include artwork, crafts and / or foods that, in its own discretion, may find unsuitable for the event or ask the Vendor to leave the Event. Each Vendor shall indemnify and hold harmless Main Street Latin Festival ™, GG Productions Inc., its officers directors and agents, The City of Columbia, South Carolina Hispanic Outreach, advertisers and sponsors, for all liability that may ensue form any cause including, but not limited to, accident, personal injury, loss of life to attendees, invitees, guests, Exhibitors, their agents and employees, including loss or damage to personal property (including artisan crafts).

GOVERNING LAW

The Laws of the State of South Carolina govern this Agreement. The parties agree to, in the event of a dispute, pursue methods of alternative dispute resolution such as mediation and arbitration prior to Initiating any legal action.

Failure to follow any of the requirements listed above will and can result in immediate removal from the festival grounds without reimbursements of any kind.

**2010 Vendor Application, Vendor Fee and
Cleaning Fee *MUST be received by*
August 13th, 2010**

1

Enter your information

Business Name: _____ What items will you be selling _____

Contact Name _____

Mailing Address: _____

City: _____ State: _____ Zip Code: _____

Phone: _____ Fax/Cell/Other Phone: _____

2

Select your preferred booth size and enclose appropriate payment**.

- Small Booth Rental \$200 - Includes (1) 10'x10' Tent, (1) 6' Table, (1) Chair
- Medium Booth Rental \$350 - Includes (1) 15'x15' Tent, (2) 6' Tables, (4) Chairs
- Large Booth Rental \$450 - Includes (1) 20'x20' Tent, (2) 6' Tables, (4) Chairs
- Additional Table and 2 chairs needed will be an extra charge of \$10.00.

3

Event Cancellation

If GG Productions Inc. is prevented from holding the event for any reason beyond its control to include, but not limited to, riots, strikes, acts of government, acts of God "Rain, Thunderstorms, Tropical Storms, Hurricanes, Tornados, Earthquakes" or if a vendor cannot occupy their space due to reasons beyond management's control: GG Productions Inc. has the right to cancel or shut down the event early or any part thereof, with no further liability to the exhibitor and with no refunds of vendor fees of any kind. GG Productions will notify you in writing should any City Official require to cancel or close the event early.

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Please initial next to every line below that you read and understand the terms

1. The terms of the entire enclosed agreement
2. I will NOT be allowed on festival grounds after setup time has passed and will not be allowed to breakdown my booth before the end of the festival.
3. Booth set up Safety requirements
4. I am NOT allowed to sell beverages of ANY kind
5. Under NO circumstances are vendors allowed to accept cash for payment of any kind. Only the MSLF customized tickets will be redeemed for any and all purchases.
6. Violations of any terms in agreement will result in IMMEDIATE CLOSING of your booth. Should your booth be closed for any violation terms of this agreement, you will forfeit any profits gained through the ticketed sales and will be prohibited to attend any of future events produced by GG Productions.
7. Should GG Productions cancel or shut down the festival early due to reasons out of their control, I will NOT hold GG Productions responsible and my vendor fees will NOT be refunded.
8. GG Productions will retain 20% of my gross proceeds and will mail my check via US Postal Service approximately one week after the festival.

Signature: _____

Date: _____

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MAIL THIS FORM, WITH TWO SEPARATE PAYMENTS. ONE FOR VENDOR FEE AND ONE FOR CLEANING FEE TO:
GG Productions, 2317 Sunset Boulevard, West Columbia 29169



VENDOR CHECK LIST

The festival is held on the 1400 block of Main Street, downtown Columbia. Right in front of the Marriott Hotel.

Please note: Set up time may begin at 6:00am and must be finished by 10am to allow for proper inspections prior to start of the event. You may not be allowed on festival grounds after set up time has passed.

All vendors are required to enter through Sumter St. and or Lady St. onto Washington St. where one the MSLF staff will direct you.

Reminder for items that you will need bring to the event

- Trash Bags for your garbage
- Table covering for eye appeal and to hide boxes /storage items
- Banners no more than 2
- At least 2 Price List for shoppers to see
- Lighting system
- 100' outdoor extension cord
- Duct Tape to tape your extension cord down to the ground
- Multiple power strip

For Food Vendors

- Trash Bags for your garbage
- Table covering for eye appeal and to hide boxes /storage items
- Banners no more than 2
- At least 2 Price List for shoppers to see
- Lighting system
- 100' outdoor extension cord
- Duct Tape
- Multiple power strip
- Food Handling gloves
- Fire Extinguisher rated class A-B-C

