



## St. Patrick's Day Parade and Festival

North Myrtle Beach Parks & Recreation

1018 2<sup>nd</sup> Avenue South

North Myrtle Beach, SC 29582

Website: [www.stpatnmb.com](http://www.stpatnmb.com)

<http://parks.nmb.us>

E-Mail: [stpatnmb@nmb.us](mailto:stpatnmb@nmb.us)



Greetings Non-Profit Friends,

The 24<sup>th</sup> Annual St. Patrick's Day Festival and Parade will be held on Main Street, Saturday, March 17, 2012. This one day rain or shine event brings approximately 25,000 to celebrate being Irish and welcome the coming of spring. A parade begins the day at 9:00 am, followed by two stages of live music and a children's area with rides and amusements from 11:00 am until 4:00 pm. Along Main Street, approximately 150 crafters will display their crafts and food vendors will serve a variety of treats.

Booth Space. Each 12' x 12' vendor space must be decorated to compliment the Irish theme. A limited amount of non-profit vendors will be allowed. Include a picture with exposure of your booth and the crafts you will be selling or information you will be promoting. This is for placement purposes. Photos will be returned when you pick up your vendor information packet.

Booth Setup/Breakdown. Please note that spaces will be available for setup Saturday morning beginning at 6:00 am and vendors must be ready by 9:00 am. All vehicles are required to be out of the festival area by 8:30 am. You will be responsible for all booth setup, tear down, supplies, tables, workers, etc.... Breakdown will begin promptly at 4:00 pm, no earlier; with the street cleared by 5:30 pm. Each vendor is expected to leave their area free of trash and waste.

Non-Profit Status. If applying as a non-profit, local civic, or local political vendor you must submit copies of your non-profit classification for consideration. Official 501 (c) 3 non-profits are not required to purchase a City of North Myrtle Beach Vendor Permit.

If vendors are not classified as a 501 (c) 3 there is a mandatory City of NMB Vendor Permit fee of \$40 for each non-profit that may not have one. You may complete and mail-in the enclosed Vendor Permit Agreement Application if needed. Please mail a separate check for \$40 made payable to the City of North Myrtle Beach.

For additional information please contact the North Myrtle Beach Parks and Recreation Department at (843) 280-5570 or e-mail [stpatnmb@nmb.us](mailto:stpatnmb@nmb.us).

We look forward to working with you!

### SPONSORS:



*"We create community through people, parks and programs."*



## FESTIVAL RULES/GUIDELINES

1. All spaces are 12' x 12'. If you require additional space you must purchase additional 12' x 12' spaces. Vendors are not allowed to sit or place merchandise on the sidewalk.
2. If non-profits register for the festival and **do not** attend they will not be allowed at future City sponsored festivals or special events until they pay a \$25 fine to North Myrtle Beach Parks and Recreation Department.
3. **Electricity is not available for non-profit vendors.**
4. We strive for a variety of vendors; similar vendors will be limited and handmade arts and crafts are given priority.
5. Vendors and their representatives must stay within their booth space during the festival. Vendors are not allowed to leave their space to sell items, accept donations, distribute literature/coupons, etc....
6. Vendors MUST make provisions for taking their trash with them. Liquids should not be dumped on city streets or sidewalks.
7. Vendors furnish their own tables, equipment, and signage.
8. St. Patrick's Day themed decorations are **required** for your booth (green, shamrocks, leprechauns, etc...). If your booth is not decorated you will be asked to leave the festival and not invited back. No refunds.
9. Vendor set-up begins at 6:00 am. Vehicles MUST BE OUT OF THE FESTIVAL AREA BY 8:30 am. After unloading your equipment, re-park your car in a designated public parking area, and then return to your assigned area to set up your booth. A festival map will be included in your vendor information packet.
10. Vendors must be set-up by 9:00 am.
11. Breakdown begins at 4:00 pm, no earlier and vendors must be off the street by 5:30 pm. Violators will forfeit their right to future participation in the St. Patrick's Day Festival and possibly other festivals managed by the City of North Myrtle Beach.
12. Vendor information packets will be ready for pick-up beginning Tuesday, March 13, 2012 between 8:30 am and 7:00 pm at the J. Bryan Floyd Community Center, 1030 Possum Trot Road, North Myrtle Beach, SC 29582. If vendor packets are not picked up before Friday, March 16, 2012 by 5:00 pm they will be available the morning of the festival at check-in. Vendor packets will not be mailed to vendors due to the time sensitivity of information.
13. There are two check-in locations. You will be assigned one of the check-in locations and the information will be available in your vendor packet. All vendors must enter the festival through check-in.
  - a. Hillside Check-In: 248 Main Street, North Myrtle Beach, SC 29582 (corner of Hillside Dr. and Main Street)
  - b. Ocean Blvd. Check-In: 100 S. Ocean Blvd., North Myrtle Beach, SC 29582 (corner of 1<sup>st</sup> Avenue South and Ocean Blvd.)
14. Do not make hotel reservations or assume that you have been accepted into the festival until you receive an official acceptance letter from the North Myrtle Beach Parks and Recreation Department.
15. NO REFUNDS - Festival is held rain or shine.

**Applications must be received by Friday, February 3, 2012 for consideration.**

Questions? Call North Myrtle Beach Parks and Recreation at (843) 280-5570 or e-mail [stpatnmb@nmb.us](mailto:stpatnmb@nmb.us)

---

### APPLICATION SUBMISSION CHECKLIST

**Please make sure you have completed the information below before submitting your application.**

1.  Non-Profit Vendor Application is completed in its entirety and is legible.  
 Check for Non-Profit Vendor Application is enclosed.
2.  Pictures of booth, crafts, and information are enclosed.
3.  Proof of Non-profit status is enclosed.
4.  City of NMB Vendor Permit Application is completed in its entirety and is legible.
5.  Check for City of NMB Vendor Permit Application is enclosed, if applicable.



# NON-PROFIT VENDOR APPLICATION

24<sup>th</sup> Annual St. Patrick's Day Parade and Festival  
Date: Saturday, March 17, 2012  
Time: 9:00 am ~ 4:00 pm  
Festival Location: Main Street and Ocean Blvd., NMB, SC

<b>Office Use Only:</b> Staff: _____ Received: _____
--

VENDOR BUSINESS NAME: \_\_\_\_\_

CONTACT NAME: \_\_\_\_\_

TELEPHONE: \_\_\_\_\_ CELL: \_\_\_\_\_ FAX: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

EMAIL: \_\_\_\_\_

DO YOU MAKE YOUR OWN CRAFT?      YES      NO

TYPE OF CRAFT(S)/INFORMATION: \_\_\_\_\_

HAVE YOU BEEN A VENDOR AT THE ST. PATRICK'S DAY FESTIVAL IN THE PAST? **YES or NO**  
IF SO, WHAT YEAR(S)? \_\_\_\_\_

SPECIAL REQUESTS: \_\_\_\_\_

**NON-PROFIT VENDOR:** (\*If larger than 12x12 you must purchase additional spaces)

Early-Bird Registration

Application postmarked/received/delivered by 1/6/12: ..... \$0 = \$ \_\_\_\_\_

\*Additional Booth Space:..... \$25 x \_\_\_\_ = \$ \_\_\_\_\_

Late Registration

Application postmarked/received/delivered after 1/6/12: ..... \$0 = \$ \_\_\_\_\_

\*Additional Booth Space:..... \$35 x \_\_\_\_ = \$ \_\_\_\_\_

**TOTAL AMOUNT ENCLOSED:**.....\$ \_\_\_\_\_

MAIL APPLICATION WITH APPROPRIATE FEE (payable to City of North Myrtle Beach) TO:

**ST. PATRICK'S DAY PARADE AND FESTIVAL  
NMB PARKS & RECREATION  
1018 2<sup>nd</sup> AVENUE SOUTH  
NORTH MYRTLE BEACH, SC 29582**

The City of North Myrtle Beach reserves the right to decline any entry. This event is Rain or Shine -- no refunds if the event is cancelled on the day of the event due to inclement weather. **There is no guarantee by the City of North Myrtle Beach on projected or actual revenue for your booth.**

**Applications will only be acknowledged if not accepted.**

Regretfully, we are unable to accept your entry this year due to:

Duplicated Arts/Crafts: \_\_\_\_ Lack of space: \_\_\_\_ No electricity available: \_\_\_\_ Other: \_\_\_\_\_

**Applications must be received by Friday, February 3, 2012 for consideration.**

**CITY OF NORTH MYRTLE BEACH  
VENDOR PERMIT APPLICATION**

Please select one of the options below, sign, and return with your application.

Yes, enclosed is my **separate** \$40 check payable to the City of North Myrtle Beach. Please purchase the \*\*vendor permit for me. I understand that this permit will be valid for other City Council approved festivals and events within the City of North Myrtle Beach from May 1, 2012 until April 30, 2013 (this will include the St. Patrick's Day Parade & Festival on Saturday, March 17, 2012).

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

Contact Name: \_\_\_\_\_

Physical Business Address: \_\_\_\_\_

\_\_\_\_\_

Billing Address: \_\_\_\_\_

\_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

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

\*\*This pre-paid vendor permit will be enclosed in the vendor information packet.



No, thank you. I have a current and valid vendor permit or business license purchased through the City of North Myrtle Beach Revenue Department.

Name on Vendor Permit/License: \_\_\_\_\_

Dates on Vendor Permit/License: \_\_\_\_\_

Vendor Permit/License Number: \_\_\_\_\_

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