



St. Patrick's Day Parade and Festival

North Myrtle Beach Parks & Recreation

1018 2nd Avenue South

North Myrtle Beach, SC 29582

Website: www.stpatnmb.com

<http://parks.nmb.us>

E-Mail: stpatnmb@nmb.us



Greetings Professional Vendors,

The 24th 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 similar professional vendors will be allowed. Limited professional business spaces will be available (i.e. doctors, banks, distributors, and vendors who do not make their own products). Include pictures with exposure of your booth and the merchandise you will be selling. 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.

Vendor Permit. Please note there is a mandatory City of NMB Vendor Permit fee of \$40 for each vendor that does 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.

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. 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....
3. **Electricity is not available.**
4. We strive for a variety of vendors; similar vendors will be limited and handmade arts and crafts are preferred.
5. Vendors must make provisions for taking their trash with them. Liquids should not be dumped on city streets or sidewalks.
6. Vendors must furnish their own tables, equipment, and signage.
7. 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.
8. 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.
9. Vendors **MUST** be set-up by 9:00 am.
10. 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 other festivals managed by the City of North Myrtle Beach.
11. Vendor information packets will be available 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.
12. 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 1st Avenue South and Ocean Blvd.)
13. 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.
14. **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

APPLICATION SUBMISSION CHECKLIST

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

1. Professional Vendor Application is completed in its entirety and is legible.
 Check for Professional Vendor Application is enclosed.
2. City of NMB Vendor Permit Application is completed in its entirety and is legible.
 Check for City of NMB Vendor Permit Application is enclosed, if applicable.
3. Pictures of booth, products, and information are enclosed.



PROFESSIONAL VENDOR APPLICATION

24th 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

Office Use Only:
Staff: _____
Received: _____

VENDOR BUSINESS NAME: _____

CONTACT NAME: _____

TELEPHONE: _____ CELL: _____ FAX: _____

ADDRESS: _____ CITY: _____ STATE: _____ ZIP: _____

EMAIL: _____

DO YOU MAKE YOUR OWN CRAFT? YES NO

MERCHANDISE DESCRIPTION: _____

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: _____

PROFESSIONAL VENDOR (If larger than 12' x 12' you must purchase additional spaces)

Early-Bird Registration

*Application postmarked/received/delivered by 1/6/12: \$125 x ____ = \$ _____

Late Registration

*Application postmarked/received/delivered after 1/6/12: \$150 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 2nd 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: _____