



St. Patrick's Day Parade and Festival

North Myrtle Beach Parks & Recreation
1018 2nd Avenue South
North Myrtle Beach, SC 29582

Website: <http://StPatsNMB.com>

E-Mail: stpatnmb@nmb.us

Greetings Food Vendors,

The 30th Annual St. Patrick's Day Festival and Parade will be held on Main Street, Saturday, **March 17, 2018**. This one-day, rain or shine event brings approximately 30,000 to celebrate the Irish culture and welcome the coming of spring. A parade begins the day at 9:00 am, followed by three 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 vendors will display their crafts, services, information, products, or serve a variety of treats.

Booth Space Each 12' wide x 10' deep vendor space must be decorated to compliment the Irish theme. We encourage food vendors to add holiday "flare" to food (example, add food coloring to make green funnel cakes, lemonade, etc.). We ask that you include pictures with pervious booth set-up and foods served for placement purposes. Original 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 to serve 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..

**Some food vendors will be allowed to set up on Friday, March 16, 2018 after 5:30 pm.

Insurance Requirements All food vendors must obtain 'products liability insurance' and name the "City of North Myrtle Beach" as an additional insured. The insurance should read: "The City of North Myrtle Beach, its officers, employees and agents is/are hereby added as additional insured." Proof of 'products liability insurance' is required with the application submission, only after you have received acceptance will you be required to name the City of NMB as an additional insured.

Vendor Permit If you do not have a current City of North Myrtle Beach Business License please complete the included Vendor Permit Application form to purchase a one (1) day festival permit.

We look forward to working with you!

SPONSORS:





FESTIVAL RULES & GUIDELINES

1. All spaces are 12' wide x 10' deep. If additional space is required, you must purchase additional 12' x 10' spaces. Include trailer tongues in your measurements. Vendors are not allowed to sit or place equipment/merchandise/chairs/etc. 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. Vendors must keep their booth in line with all the other vendor booths to ensure the proper flow of pedestrian traffic and safety.
4. We try to honor special requests, but cannot always accommodate.
5. Only vendors that deal specifically with animals, for example the NMB Humane Society and Canine Angels, or service dogs are allowed in your booth. If you sell pet supplies, pet costumes, etc. this does not qualify.
6. Electricity is LIMITED and will be given on a first payment basis (110v only). Vendors can be 100 feet from a power source, so be prepared with heavy duty extension cords. We suggest cooking with gas. If you purchase electricity and are approved it entitles you to one 110 v outlet (20 amps total). If you pull more electricity with your equipment, you will need to bring alternative cooking sources (gas, propane, or small generators that make minimal noise). **Generators are not permitted unless pre-approved by Parks and Recreation Staff prior to festival. You must note the generator's make and model on the application in the "special request" section.**
7. We strive for a variety of food and try not to duplicate entries. Food vendors that match the theme of the festival will be given priority along with veteran food vendors. You are encouraged to apply before the early-bird deadline: Friday, January 5, 2018.
8. Vendors must take their trash with them. Liquids should not be dumped on city streets or sidewalks. Grease receptacles will **not** be provided; make provisions to take your grease when you leave. Any vendor that pours grease down a storm drain or on the ground will be ticketed, prosecuted, and not invited back.
9. Beverages in glass containers are not allowed to be sold at this event. Please use plastic, aluminum or paper.
10. Vendors must furnish their own fire retardant tent, tables, equipment, and signage. You must provide professional signs displaying the type of food and cost. Tents must be weighted to withstand gusts of 60 MPH winds. Tent stakes are not allowed.
11. Roofing/Tar/Tyvek paper **MUST** be placed underneath booth space to prevent spillage onto the street.
12. MANDATORY FIRE Requirements:
 - a. All food vendor tents shall be certified fire retardant in accordance with 2015 ICC Fire Code and NFPA 701 and display the proper affixed label. Please be prepared to show labels or other documentation to the fire marshal.
 - b. Vendors shall have the appropriate fire extinguishers for their booth, minimum 2A:10BC and/or Class K (deep fat fryers). All fire extinguishers shall display a current annual 3rd party certification in accordance with NFPA 10.
 - c. Food vendors cooking in a trailer shall have a current semi-annual 3rd party certification hood suppression system in accordance with NFPA 96 and current 3rd party certification fire extinguishers, ABC and/or Class K, in accordance with NFPA 10.
 - d. The NMB Fire Marshal's office will inspect each food cooking operation before the festival. ALL fire code requirements shall be met before the designated festival start time or the vendor will not be allowed to participate in the festival. No refunds.
13. To ensure the quality of City festivals, it is **required** that all vendors decorate their booth to match the theme of the festival (i.e. using green, shamrocks, etc.). If your booth is not decorated it will be reflected in our vendor evaluations and it could affect your participation in future events. No refunds.
 - a. NOTE: When picking up your packet you will receive a "decoration bag" with the minimum amount of festival decorations required for the festival. Vendors have the opportunity to go above and beyond the bare minimum decorations to compete for the title of Best Decorated

Booth. The winner of this title will receive one free booth space at the 2018 Mayfest on Main
® Festival. Booths will be judged on creativity, neatness, and overall theme.

14. Vendor set-up begins at 6:00 am. Vehicles **MUST BE OUT OF THE FESTIVAL AREA BY 8:30 am**. You must check in by 8:00 am or you will not be allowed to drive into the festival area. After unloading your equipment, re-park your car in a public parking area, and then return to your assigned area to set up your booth. A festival map and parking information will be included in your vendor information packet.
15. Vendors **MUST** be set-up by 9:00 am. At 9:00 am a parade will commence through the festival area on Main Street between Cedar Ave. and Hillside Dr. (parade does not travel on Main Street from Hillside Dr. to Ocean Blvd.). Over 12,000 spectators are in the streets to watch the two (2) hour parade.
16. Breakdown begins at 4:00 pm, no earlier, and vendor vehicle traffic will be allowed into the festival area around 4:15 pm, depending upon pedestrian safety as determined by the NMB Police Department. Festival staff will distribute vehicle entry passes to vendors who have completed the breakdown process; tent, tables, chairs, and products must be broken down completely, stacked and ready to be loaded into your vehicle. Only vehicles with the issued entry pass will be allowed to enter the festival area. All vendors must be off the street by 6:00 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. Liquids should not be dumped on City streets/sidewalks. Anything left on the street after 6:00 pm will be disposed of.
17. Vendor information packets will be ready for pick-up beginning Tuesday, March 13, 2018 between 8:30 am and 7:00 pm at the J. Bryan Floyd Community Center (JBFCC), located at 1030 Possum Trot Road, North Myrtle Beach, SC 29582. If vendor packets are not picked up before Friday, March 16, 2018 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.
18. There are two check-in locations. You will be assigned one of the locations and the information will be available in your vendor packet. All vendors must enter the festival through their assigned check-in.
 - a. South Oak Dr. Check-In: 400 Main St., NMB, SC 29582 (corner of Oak Dr. and Main St./Hoskins Restaurant)
 - b. Cedar Ave. Check-In: 457 Main St., NMB, SC 29582 (corner of Cedar Ave. and Main St.)
19. Do not make hotel reservations or assume that you have been accepted into the festival until you receive an official acceptance letter, receipt, or e-mail from the North Myrtle Beach Parks and Recreation Department.
20. **NO REFUNDS** - Festival is held rain or shine.

Applications must be received by Friday, February 9, 2018 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. _____ Food Vendor Application is completed in its entirety and is legible
2. _____ Check for Food Vendor Application is enclosed and includes the \$10 vendor permit fee if applicable
3. _____ City of NMB Vendor Permit Application is completed in its entirety and is legible
4. _____ Pictures of booth and food are enclosed. (REQUIRED, even if previously submitted for other festivals)
5. _____ Proof of 'products liability insurance'



Office Use Only:
Staff: _____
Received: _____

FOOD VENDOR APPLICATION

30th Annual St. Patrick's Day Parade and Festival

Date: Saturday, March 17, 2018

Time: 9:00 am ~ 4:00 pm

Festival Location: Main Street in NMB, SC

VENDOR BUSINESS NAME: _____

CONTACT NAME: _____

TELEPHONE: _____ CELL: _____ TEXT UPDATES: **YES or NO**

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

EMAIL: _____

***ATTATCH/INCLUDE A SAMPLE OF FULL MENU TO BE SERVED

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: _____

FOOD VENDOR (If larger than 12' wide x 10' deep you must purchase additional spaces)

Early-Bird Registration

*Application postmarked/received/delivered by 1/5/18: \$275 x ____ = \$ _____

Registration

*Application postmarked/received/delivered after 1/5/18: \$325 x ____ = \$ _____

ELECTRICITY (LIMITED):\$50 = \$ _____

One-day Festival Vendor Permit:\$10 = \$ _____

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 food: ____ Lack of space: ____ No electricity available: ____ Other: _____

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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 \$10 payment for the 2018 St. Patrick's Day Parade and Festival Vendor Permit. Please purchase the vendor permit for me**. I understand that this permit will be valid only for the 2018 St. Patrick's Day Parade and Festival.

Business Name: _____

Contact Name: _____

Physical Business Address: _____

Billing Address: _____

Phone: _____ Fax: _____

Email 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 business license purchased through the City of North Myrtle Beach Revenue Department.

Name on Business License: _____

Dates on Business License: _____

Business License Number: _____

Date: _____ Signature: _____