



## 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: <http://StPatsNMB.com>

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

Greetings Professional Vendors,

The 30<sup>th</sup> 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. 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 for placement purposes. Photos will be returned when you pick up your vendor information packet.

Booth Setup/Breakdown You will be responsible for all booth setup, tear down, supplies, tables, workers, etc. Please note that spaces will be available for setup Saturday morning beginning at 6:00 am. Vendors must be ready and out of the festival area at 8:30 am. Please be prepared for customers at 9:00 am.

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 you require additional space you must purchase additional 12' x 10' spaces. Vendors are not allowed to sit or place merchandise/equipment on the sidewalk.
2. Vendors and their representatives must stay within their booth space during the festival; they are not allowed to leave their space to sell items, accept donations, distribute literature/coupons, etc.
3. Vendors must keep their booths 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. If your animal is a service animal, please be prepared to present your official paperwork to festival coordinators.
6. **Electricity is not available.** 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 vendors; similar vendors will be limited. You are encouraged to apply before the early-bird deadline: Friday, January 5, 2018.
8. Vendors must make provisions for taking their trash with them. Liquids should not be dumped on city streets or sidewalks.
9. Professional vendors are not allowed to sell or give drinks or food away for a donation. Only food vendors are allowed to provide food or beverages.
10. Vendors must furnish their own tents, tables, equipment, and signage. Tent must be weighted to withstand gusts of 60 MPH winds. Tent stakes are not allowed.
11. To ensure the quality of City festivals, it is **required** that all vendors decorate their booth to match the theme of the festival (for example: St. Patrick's Day, green, shamrocks, leprechauns, etc.). If your booth is not decorated you will be asked to leave and not invited back. 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.
12. 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.
13. 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.
14. 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. Anything left on the street after 6:00 pm will be disposed of.

15. 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, 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.
16. 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 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./Hoskins Restaurant)
17. 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.
18. **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](mailto:stpatnmb@nmb.us)

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## 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
2. \_\_\_\_\_ Check for Professional Vendor Application is enclosed, with the \$10 permit fee included, if applicable
3. \_\_\_\_\_ City of NMB Vendor Permit Application is completed in its entirety and is legible
4. \_\_\_\_\_ Pictures of booth, products, and information are enclosed. (REQUIRED, even if you have participated in NMB festivals previously)



**PROFESSIONAL VENDOR APPLICATION**  
30<sup>th</sup> Annual St. Patrick's Day Parade and Festival  
Date: Saturday, March 17, 2018  
Time: 9:00 am - 4:00 pm  
Festival Location: Main Street, NMB, SC

<b>Office Use Only:</b> Staff: _____ Received: _____
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VENDOR BUSINESS NAME: \_\_\_\_\_

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

TELEPHONE: \_\_\_\_\_ CELL: \_\_\_\_\_ TEXT UPDATES: **YES or NO**

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

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

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' wide x 10' deep you must purchase additional spaces)

Early-Bird Registration

\*Application postmarked/received/delivered by 1/5/18: ..... \$150 x \_\_\_ = \$ \_\_\_\_\_

Registration

\*Application postmarked/received/delivered after 1/5/18: ..... \$175 x \_\_\_ = \$ \_\_\_\_\_

One-day 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 2<sup>nd</sup> AVENUE SOUTH  
NORTH MYRTLE BEACH, SC 29582**

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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 9, 2018 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 \$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: \_\_\_\_\_

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

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

\*\*This pre-paid vendor permit will be enclosed in your 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: \_\_\_\_\_