



## 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 Food Vendors,

**Thank you for your interest in participating as a vendor in the 32<sup>nd</sup> Annual St. Patrick's Day Parade and Festival. Please read the following stipulations carefully. This form must be signed and returned with your vendor application, liability waiver form and payment.**

### Vendor Eligibility

The City of North Myrtle Beach reserves the right to determine whether any vendor, product or display is eligible for inclusion in the festival. Both parties mutually agree that the City of North Myrtle Beach shall have full authority in the placement and operation of vendors and their booth space.

Photos should accompany your application showing set-ups and the merchandise to be sold. Any fliers being distributed must also accompany your submitted application. The City of North Myrtle Beach must approve all items and materials being distributed.

No smoking or alcoholic beverages in or near the vendor booths. Some items that CANNOT be sold are as follows:

No drugs or drug paraphernalia; No explosive items, fireworks, or aerosol propelled items or lighters; No stink bombs or anything similar that requires the product to be ignited; No knives, swords, guns, or any type of weapon.

### Vendor Space Rental

**12' wide x 10' deep** are the pre-determined dimensions at which the exhibitor agrees to stay within. *The exhibit MAY NOT extend in front of any adjacent booth or exhibit and must stay within the dimensions of the 12' wide x 10' deep space given.* If additional space is required, you must purchase additional 12' x 10' spaces. Vendors are not allowed to sit or place merchandise/equipment on the sidewalk. 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.

Vendors must also keep their booths in line with all the other vendor booths to ensure the proper flow of pedestrian traffic and safety. Each vendor space **MUST** be decorated to compliment the St. Patrick's Day theme (i.e. St. Patrick's Day, green, shamrocks, leprechauns, etc.) If your booth is not decorated it will be reflected in our vendor evaluations and could affect your participation in future events.

Note: When picking up your packet you will receive a "decoration bag" with the minimum amount of festival decorations required for the festival.

**A competition for best decorated booth will be held, with the announcement of the winner at the event and through media. The winner of this title will receive one free booth space at the 2020 Mayfest on Main Festival. Booths will be judged on creativity, neatness and overall theme.**

A limited amount of similar food vendors will be allowed. Photos should accompany your application showing set-ups and the merchandise to be sold as well as a description of what it is you will be distributing. This is for placement purposes. Photos will be returned when you pick up your vendor information packet.

### **Set-Up & Breakdown**

Vendor set-up begins at 6:00 AM. You must check in by 8:00 AM or you will not be allowed to drive into the festival area. Vehicles **MUST BE OUT OF THE FESTIVAL AREA BY 8:30 AM.** After unloading your equipment, park your vehicle in a public parking area, and then return to your booth to setup. No vehicles may remain on the property. A festival map and parking information will be included in your vendor information packet. You will be responsible for all booth setup, tear down, supplies, tables, workers, etc. Vendors must furnish their own tent, tables, equipment and signage. Tents must be weighted to withstand gusts of 60 mph winds. Tent stakes are not allowed.

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.

*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. *You must come through check in before setting up.*

a. **11 South Ocean Blvd. NMB, SC 29582** (near OD Lounge)

b. **Cedar Ave. Check-In:** 457 Main St., NMB, SC 29582 (corner of Cedar Ave. and Main St.)

Breakdown begins at 4:00 PM, no earlier and vehicle traffic will be allowed into the festival area around 4:15 PM, depending upon pedestrian safety 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 are to 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. Each vendor is expected to leave their area free of trash and waste and placed in the designated area trash containers. This is a safety policy. 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.

Vendors must make provisions for taking their trash with them. Liquids ***should not*** be dumped on city streets or sidewalks. Anything left on the street after 6:00 PM will be disposed of.

**Applications must be received by Friday, February 7, 2020 for consideration.  
Vendor space is limited.**

### **Insurance Requirements**

All food vendors must obtain ‘products liability insurance’ with *at least* \$1 Million in coverage 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 application submission, only after you have received an acceptance letter will you be required to name the City of NMB as an additional insured.

### **(Recently Updated) MANDATORY FIRE Requirements**

- a. All food vendor tents shall be certified fire retardant in accordance with 2018 ICC Fire Code and NFPA 701 and display the proper affixed label. If accepted, please be prepared to provide documentation to the event staff prior to the festival. Tents should also be properly labeled the day of the event.
- 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. If accepted, please be prepared to provide documentation to the event staff prior to the festival.
- 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. Compressed gas Cylinders shall be protected from falling over and being compromised.

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.

**Please contact the Fire Prevention Office at (843) 280-5614 with questions or concerns regarding the fire requirements.**

**Menu submission:** \*\*\*ATTATCH/INCLUDE A SAMPLE OF FULL MENU TO BE SERVED\*\*\*  
Please include all menu items, use additional paper if needed. *Due to the potential for duplication, the City reserves the right to limit menu items.* **Vendors may only sell items listed here and approved by the City of North Myrtle Beach. No items may be added on the day of the festival.** Please include beverage items.

### **Vendor Limitations**

1. 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.
2. Tent stakes are not allowed.
3. **Roofing/Tar/Tyvek paper MUST be placed underneath booth space to prevent spillage onto the street.**
4. 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.

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5. Only vendors that deal specifically with animals or service dogs are allowed animals in their booth. If you sell pet supplies, pet costumes, etc. this does not qualify. Animals must be preapproved by the Parks & Recreation Staff prior to the festival.

### **Vendor Limitations Continued**

6. No items that resemble weapons can be sold or given away. Please contact a staff member regarding questions or to inquire about a specific item.
7. **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 110v outlet (20 amps total). If you pull more electricity with your equipment, you will need to bring alternative cooking sources (gas, propane, or small Honda 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.**
8. 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. We try to honor special requests, but cannot always accommodate.
11. We strive for a variety of food vendors; similar vendors will be limited.
12. 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.
13. NO REFUNDS – Once accepted, Festival is held rain or shine.
14. Vendors may not sub-lease their space, nor any part thereof.
15. The vendor acknowledges and agrees that his/her exhibit shall be admitted and shall be permitted to remain in the festival grounds only upon continued strict compliance by the vendor with the terms and conditions of this agreement. Notwithstanding such compliance, the City of North Myrtle Beach reserves the right to reject or remove a vendor's exhibit, in whole or in part, from the festival grounds for any reason whatsoever. No portion of the rental fee shall be returned if the rejection or removal occurs upon violation of this agreement.

### **Vendor Packets**

Vendor information packets and decoration bags will be ready for pick-up beginning Tuesday, March 10, 2020 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 13, 2020 by 5:00 PM they will be available the morning of the festival at check-in.

### **Vendor Permit**

If you do not have a current City of North Myrtle Beach Business License please complete the vendor permit application and submit the \$10 fee to purchase a one (1) day festival permit.

**Applications must be received by Friday, February 7, 2020 for consideration.  
Vendor space is limited.**

**Waiver**

All vendors must sign and submit a copy of the liability waiver form along with their payment and application. Vendors agree to indemnify, defend, and hold harmless the City of North Myrtle Beach, City of North Myrtle Beach employees, volunteers and officers against any and all third party claims and other liabilities that are caused by, arise from, or grow out of the negligent acts or omissions of the vendor, its agents, officers, employees, representatives, servants, invitees, patrons or guests.

**Security & Liability**

We have security during the festival however we cannot guarantee your individual items. By acceptance of this agreement, the vendor expressly releases the City of North Myrtle Beach, City of North Myrtle Beach employees and the lessors/owners of the exhibit equipment of any and all liability for loss, theft, damage or destruction of property; nor for any injury to vendors or its employees while in the Festival Grounds.

**VENDOR CONTRACT**

**The vendor acknowledges that this contract and related documents have been fully read and understood, and agrees to abide by them as written. This agreement is solely by and between the City of North Myrtle Beach and the vendor.**

Name of Organization/Business: \_\_\_\_\_

Applicant's Name: \_\_\_\_\_ Applicant's Title \_\_\_\_\_  
(Please Print)

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

Mail application with appropriate fee (payable to City of North Myrtle Beach) to:  
**St. Patrick's Day Festival**  
**North Myrtle Beach 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.**

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**FOOD VENDOR APPLICATION**

32<sup>nd</sup> St. Patrick's Day Parade and Festival

Date: Saturday, March 14, 2020

Time: 9:00 AM - 4:00 PM

Festival Location: Main Street in NMB, SC

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

**Thank you for your interest in participating in the 32<sup>nd</sup> Annual St. Patrick's Day Parade and Festival. For your application to be considered, payment must be made in full and payable to the City of North Myrtle Beach. Final Approval and placement of all spaces is at the discretion of City staff. Once accepted, registration fees are non-refundable.**

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

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

Telephone: \_\_\_\_\_ Cell: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Have you previously been a vendor at the St. Patrick's Day Parade and Festival?  Yes  No  
If so, what year(s)? \_\_\_\_\_

Special Requests (Not guaranteed but do our best to accommodate): \_\_\_\_\_  
\_\_\_\_\_

**Menu submission: \*\*\*ATTATCH/INCLUDE A SAMPLE OF FULL MENU TO BE SERVED\*\*\***

**Food Vendor:** (If larger than 12' wide x 10' deep you must purchase additional spaces)

Early-Bird Registration

\*Application postmarked/received/delivered by 1/3/20:..... \$275 x \_\_\_\_ = \$ \_\_\_\_

Registration

\*Application postmarked/received/delivered after 1/3/20: ..... \$325 x \_\_\_\_ = \$ \_\_\_\_

Electricity (Limited): .....\$50 = \$ \_\_\_\_  
(One 110v Outlet/ 20 Amps)

One-day Vendor Permit:

\*Required unless you currently possess a valid City of NMB Business License:.....\$10 = \$ \_\_\_\_

Total Amount Enclosed: ..... \$ \_\_\_\_

*Food Truck or Trailer?* Spaces are 12' wide x 10' deep. Please consider your setup (hitch, access doors, ramps, etc.) when reserving your space(s). If you have special considerations that will affect your set up, such as a serving window, please note it in the special request section above.

Mail application with appropriate fee (payable to City of North Myrtle Beach) to:

**St. Patrick's Day Festival  
North Myrtle Beach Parks & Recreation**

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North Myrtle Beach, SC 29582

**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 **2020 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 2020 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 the vendor information packet.

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No, thank you. I have a current and valid 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: \_\_\_\_\_

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## Liability Waiver Form (All Vendors Must Submit)

This form must be signed and returned with your application, vendor contract and payment in order to participate in the festival. Be sure to keep a copy for your records as well.

\*\*Please read the entire form prior to signing\*\*

\_\_\_\_\_  
Business or Group Name

\_\_\_\_\_  
Main Contact Name

\_\_\_\_\_  
Business or Group Mailing Address

\_\_\_\_\_  
Main Contact Phone Number

\_\_\_\_\_  
City, State, Zip Code

\_\_\_\_\_  
Main Contact Email Address

While taking part in the St. Patrick's Day Parade and Festival, the above signed party agrees to release the City of North Myrtle Beach, its employees, volunteers and agents from any and all personal, group, and/or liability which may directly or indirectly result from the conduct of business, activity or function. The period of liability release shall extend from activity set-up until take down of the festival and removal of all property and personnel belonging to, or associated with, the business, activity or function of the Festival.

\_\_\_\_\_  
Name of Signing party (Please Print)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

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For additional information about the St. Patrick's Day Parade and Festival, visit <http://StPatsNMB.com>  
email [stpatnmb@nmb.us](mailto:stpatnmb@nmb.us) or call (843) 280-5570.

**Applications must be received by Friday, February 7, 2020 for consideration.  
Vendor space is limited.**