

# st. pat's in five points vendor application

saturday, march 19, 2022



All parties (including civic groups, craft and food vendors) seeking space within St. Pat's in Five Points must read and sign the following contract. Please complete this application and return with your payment. Indicate your responses by typing or printing clearly. Booth space will be assigned on a priority basis as applications are received.

## Licenses:

- Vendors are responsible for the collection of **sales and hospitality tax** on items sold and must remit said taxes to the City of Columbia and the South Carolina Department of Revenue.
- **All vendors must submit a copy of their City of Columbia business license with their application.**
- **All vendors must submit a copy of their retail license with their application (where applicable).**
- **All vendors must submit certificate of insurance and list the Five Points Association, 532 Congaree Avenue, Columbia, SC 29205 as additional insured. Applications without an insurance certificate will not be processed.**
- **All food vendors that are cooking on-site are required to provide a copy of their fire-retardant certification for the Fire Marshal to review.**

## General Rules and Regulations:

- St. Pat's in Five Points in its sole discretion shall have final approval over all products and the prices at which products are sold.
- No glass of any kind may be served to patrons.
- **No alcoholic beverages may be sold. If you violate this policy, you will be asked to leave the festival and forfeit your vendor fee.**
- **Only Pepsi products are permitted to be sold at the festival, and drinks must be purchased from the Pepsi representative on-site. No outside drinks are permitted to be brought in to sell at the festival.** Twenty-ounce bottles can be purchased at the following rates - water for \$17.30/case of 24 and sodas/lemonade for \$25.85/case of 24. **Pepsi only allows purchases to be made with cash or check (no credit accepted).** Beverages offered are Pepsi, Diet Pepsi, Sierra Mist, Dr. Pepper, Mountain Dew, Orange Crush, Aquafina and Dole Lemonade. Pepsi will be on-site all day to replenish your stock as needed. **Drinks are to be sold at \$3/bottle, and vendors will keep all of this cost except for \$1 of each sale to go back to the Five Points Association to cover the cost of ice.** This is modeled after the SC State Fair's Pepsi contract and priced exactly the same as their event. **If you violate this policy, you will be asked to leave the festival and forfeit your vendor fee.**
- Please conduct yourself in a respectable manner suitable for a festival with children and families. St. Pat's in Five Points reserves the right to remove any signage deemed offensive within the festival footprint.
- No vendors will be permitted to sell outside of their assigned location during festival hours (i.e., no mobile vending).
- **There will be no refunds in the event of inclement weather or cancellation after the application deadline of February 28, 2022.**
- Submission of documentation does not guarantee selection for the 2022 St. Pat's in Five Points festival. If not selected to vend, your vendor fee will be returned to you.

## Set-up, Electricity and Location:

- St. Pat's in Five Points runs from 9am-7pm. Vendors will be allowed to set up from 6am-9am and must be operational and ready to go starting at 9am when gates open. Vendors will not be permitted to set up prior to 6am. **All unauthorized vehicles must be removed from the festival footprint by 7:15am – NO EXCEPTIONS – per CPD, or it will be towed. If you arrive after**

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## 7:30am, you will have to tote your set-up items in from your vehicle.

- All sales must stop at 7pm when the festival ends. You cannot bring your vehicle back into the festival footprint until cleared to do so by CPD.
- Vendors will not be permitted to leave until 8pm or when the City of Columbia gives the all-clear, and you must be packed up by 12am post-festival. **Vendors are not permitted to leave early due to pedestrian safety.**
- The event organizer has determined the location of your vendor spot based on event needs and is non-negotiable. You will not be allowed to set up in a different location than the one assigned to you. **If you do not adhere to the pre-registered size for your vendor space, you will be asked to leave the event without a refund of the vendor fee.**
- **Vendors must bring any items they require such as tent, table, chairs, etc. as none will be provided.**
- Power (one 20-amp 110-volt plug) is available on an extremely limited basis and will be considered on a first come, first served basis. Vendors will need to supply their own 100' extension cords to access power supply boxes. Generators are not permitted except for food trucks that require it. Refueling of generators shall be prohibited during event hours.

## fire marshal/DHEC requirements:

- **All vendor tents must be properly anchored with NO LESS THAN 50lbs on each tent leg – NO EXCEPTIONS per CFD Fire Marshal.**
- Banner displays that exceed 3-5 feet above the top of the tent shall be properly anchored as well (no tape).
- All food vendors must meet DHEC and Fire Marshal codes, including fire extinguishers AND hand washing/sanitation stations.
- Any vendor or concession that utilizes cooking or heating devices shall have a minimum of: One 2A10BC portable fire extinguisher AND One Class K type portable fire extinguisher if deep frying operation is in use. The extinguishers must be "in date" with a current inspection tag, (not in need of servicing), visible, accessible and mounted (not sitting on the ground).
- **Propane or solid fuel (such as charcoal or wood) are the ONLY approved forms of cooking.**
- All spent grease must be disposed of through an approved method.
- **The Fire Marshal will be checking each vendor location for adherence to proper rules and regulations explained herein.**

## inclement weather/rain date:

- In the case of inclement weather, there will be **ONE rain date** of Sunday, March 20 from 9am-7pm. There may also be a late start on Saturday, March 19th that will delay the festival end time until 10pm, but this will all be weather-dependent.
- **No refunds will be given.**

## COVID-19 protocols (per the city of columbia):

- Attendees of the event will be encouraged to adhere to all COVID-19 safety protocols to include, but not be limited to, the wearing of face masks, social distancing and frequent washing of hands (public hand washing stations will be provided).
- Signs or markers will be posted to prohibit lines or crowds from forming near the restrooms and all vendors' tents without maintaining a distance of at least 6' from other people.
- We ask that you provide hand sanitizer to patrons to use before touching items.
- We ask that all vendors wear a face mask.

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- We ask that all vendors offer touchless payment options, if possible and available, or provide a tray for the exchange of payment to avoid hand contact.
- We ask that all vendors clean all frequently touched surfaces after each patron.
- We will monitor these protocols throughout the duration of the event.

## concealed weapons protocol (per the city of columbia):

- **Firearms shall be prohibited at St. Pat's in Five Points from 5am-12am, regardless of whether such firearm is carried openly or concealed, and regardless of whether the individual carrying such firearm is a valid concealed weapons permit holder.**

## general release:

The undersigned does hereby release, acquit, and forever discharge the Five Points Association, their officers, directors, agents, representatives and employees or contracted staff of and from all manner of actions, suits, damages, claims and demands whatsoever in law or equity from any loss or damage of any nature of description, known or unknown, in any way barring from or relating to the undersigned participation in St. Pat's in Five Points. The undersigned will indemnify and hold the Five Points Association harmless from any claim, by any agent, employee or contractor of the undersigned arising from or related to participation in the St. Pat's in Five Points celebration.

By signing this document, vendor acknowledges that they have received a copy of the St. Pat's in Five Points vendor contract, have read the regulations, understood its contents, how they will apply and agree to fully comply with the regulations.

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Signature

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Printed Name

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Organization Name

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Date

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## vendor information:

Company/Organization Name: \_\_\_\_\_

Contact Person: \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone: \_\_\_\_\_ /w \_\_\_\_\_ /c

Email: \_\_\_\_\_

Day of Site Contact: \_\_\_\_\_ Cell: \_\_\_\_\_

## vendor category:

- \_\_\_\_\_ Non-Profit Vendor Booth – No Electricity (10x10) - \$100
- \_\_\_\_\_ Retail Vendor Booth – No Electricity (10x10) - \$250
- \_\_\_\_\_ Retail Vendor Booth – Electricity (10x10) - \$350
- \_\_\_\_\_ Food Vendor Booth – No Electricity (10x15) - \$450
- \_\_\_\_\_ Food Vendor Booth – Electricity (10x15) - \$550
- \_\_\_\_\_ Food Vendor Booth – No Electricity (20x20) - \$650
- \_\_\_\_\_ Food Vendor Booth – Electricity (20x20) - \$750
- \_\_\_\_\_ Food Truck - \$750

## items you will be selling/sampling/giving away:

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## pepsi order (food vendors only):

Select all options you'd like to purchase below and notate the number of cases you'd like to order. Pepsi will be given your contact information to coordinate your orders ahead of the festival. Absolutely no outside beverages or alcohol will be permitted within the festival.

- \_\_\_\_\_ Aquafina \$17.50/case of 24 – Number of Cases \_\_\_\_\_
- \_\_\_\_\_ Pepsi \$25.85/case of 24 – Number of Cases \_\_\_\_\_
- \_\_\_\_\_ Diet Pepsi \$25.85/case of 24 – Number of Cases \_\_\_\_\_
- \_\_\_\_\_ Sierra Mist \$25.85/case of 24 – Number of Cases \_\_\_\_\_
- \_\_\_\_\_ Dr. Pepper \$25.85/case of 24 – Number of Cases \_\_\_\_\_
- \_\_\_\_\_ Mountain Dew \$25.85/case of 24 – Number of Cases \_\_\_\_\_
- \_\_\_\_\_ Orange Crush \$25.85/case of 24 – Number of Cases \_\_\_\_\_
- \_\_\_\_\_ Dole Lemonade \$25.85/case of 24 – Number of Cases \_\_\_\_\_

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mail your application to:

Five Points Association  
532 Congaree Avenue  
Columbia, SC 29205

**OR**

email your application to:

info@fivepointscolumbia.com

**Applications will not be considered complete and will not be processed until fee payment, copy of your retail license (if applicable), fire retardant certification (if applicable) and certificate of insurance, listed with the Five Points Association, 532 Congaree Avenue, Columbia, SC 29205, as additional insured is sent in.** If your application is not approved, then the application fee will be returned to the address listed in the application. Please make checks payable to the Five Points Association. If you'd prefer to pay by credit card, we can send you a PayPal invoice. Just let us know by emailing [info@fivepointscolumbia.com](mailto:info@fivepointscolumbia.com).