

Blythewood Butterfly Festival Food Vendor Information and Contract Provisions



Set-Up: Saturday, May 20th between 6:30 – 8:30am

Event Hours: Saturday, May 20th between 9 am - 3pm

Breakdown: Saturday, May 20th between 3 - 5pm

- The main exhibitor and all vendor spaces will be located in the large meadow and surrounding outdoor spaces at Doko Meadows. Guests will be accessing Doko Meadows throughout the day so your space cannot be secured during the festival.
- Exhibitors and Vendors will be parking at a designated location during the event. After unloading, you will move your vehicle to the designated parking area.
- Food Vendors will provide own equipment, tables and décor.
- There are very limited electrical outlets. Requests made in advance will be accommodated, if possible, with no additional charge. If electricity is needed, the exhibitor should bring any needed extension cord and/or power strip. Food vendors will need to supply their own ice.
- Admission is FREE to the Butterfly Festival for the General Public. Admission for the live Butterfly Experience is \$8 per person and children under 2 are free. Exhibitors and Vendors will be provided 1 free entry for admission into the Butterfly Experience.

APPLICATION DEADLINE

Please return this completed application form no later than April 14, 2017. All approved food vendors will receive an acknowledgement email. Vendor fees must accompany application.

QUESTIONS?

If you need additional information regarding the Blythewood Butterfly Festival contact:

Nancye Bailey, cec@carolinaeventconsultants.com 803-238-7483

Blythewood Butterfly Festival Food Vendor Application

(Please print or type)

THANK YOU FOR PARTICIPATING IN THE BLYTHEWOOD BUTTERFLY FESTIVAL!



Name of Business: _____

Name of Owner: _____

Mailing Address: _____

City/State/Zip: _____

Web Site URL: _____

E-mail: _____

Phone: _____ Cell: _____

Please describe the foods you will sell. *(Information will be used in publicity)*

Price range for items you will offer: \$ _____

Food Vendor Agreement

I agree to donate 10% of revenue at the close of the event to be processed as a tax-deductible contribution to benefit the youth programs at Camp Discovery. A tax-deduction receipt will be provided.

Name

Signature

Send completed application and check no later than April 14th, 2017 to:
Camp Discovery, 208 Claude Bundrick Road, Blythewood, SC 29016

ADMIN USE ONLY

Insurance Verified

Permit/License Verified

Date Received _____

Blythewood Butterfly Festival Food Vendor Contract & Agreement 2017

(Sign and return both pages with application)

1. **CONTRACT:** The following rules and regulations become binding upon acceptance of this contract between the applicant (Food Vendor), its employees and agents, and Camp Discovery/Blythewood Butterfly Festival. The Vendor also assumes full responsibility for complying with any local, city, state, and federal regulations regarding permitting, sales, taxes, fire, electrical wiring, safety, and/or health.

2. **SPACE ASSIGNMENTS:** Food Vendors MUST be prepared to open at 10:00 am and remain open until 3:00 pm. Space will be assigned to Vendors. Festival committee reserves right to assign or alter locations as necessary. Vendors must arrive, unload, set up and organize equipment in specified space(s) between 6:30 am – 9:30 am on May 20, 2017 and to remove all vehicles from Doko Meadows no later than 9:30 am. Electricity not guaranteed.

3. **PERMITS:** All Food Vendors must

(A) acquire, prepare, store, and handle all food products in compliance with federal, state, and local health and safety regulations and guidelines governing outdoor food establishments and services.

(B) acquire and have available at vending booth(s) copies of all permits, licenses, insurance documents, and safety equipment that are required by Town of Blythewood and all federal, state, county, and city government agencies.

4. **PAYMENTS:** Food Vendors are required to donate 10% of revenue at the close of the event to be processed as a tax-deductible contribution to benefit the youth programs at Camp Discovery. A tax-deduction receipt will be provided. Payment can be made via mail to Camp Discovery, Attn: Butterfly Festival 208 Claude Bundrick Rd, Blythewood, SC 29016

5. **CANCELLATIONS:** Cancellations must be requested in writing and received on or before April 21, 2017. Send request to Nancye Bailey at cec@carolinaeventconsultants.com.

6. **SAFETY:** All electrical equipment, including signs and lights, shall be in good operable condition. Each Food Vendor agrees to be knowledgeable and responsible regarding ordinances and regulations pertaining to health, fire prevention, and public safety while participating at the Blythewood Butterfly Festival.

7. **USE OF EXHIBIT SPACE:**

(A) Over-the-counter sales are defined as transfer of goods for money, check, draft, or other kind of payment. These sales will be permitted in accordance with facility, local, city, state, and federal regulations. Transactions must be made by the Food Vendor. The Festival committee is unable to assist with transactions.

(B) Food Vendors may sell only food and non-alcoholic beverages.

(C) Distribution of food and other materials by Food Vendor must be confined to assigned space. No undignified manner of attracting attention permitted. Participant agrees to set up within restricted boundaries set forth by the Festival committee. Equipment, vehicles, storage, chairs and display items may not extend beyond boundaries or obstruct view of other vendors.

(D) Food Vendors shall reflect the highest standards of professionalism while during the Festival hours.

_____ Initial _____ Date

(E) Food vendors must remove all grease from site. No grease is to be discarded in park grates, drains or containers at site. Vendor will be held responsible for expense of cleanup if grease is left at the event site.

8. SECURITY/LIABILITIES/INSURANCE: You agree to hold the Blythewood Butterfly Festival, Camp Discovery, its members, representatives, assignees and/or employees harmless from liability stemming from occurrences resulting in injury, loss or damage that may occur to the Vendor, or to the Vendor's employees or property, from any cause whatsoever, prior to, during or after the period covered by this contract.

9. AMENDMENTS TO REGULATIONS: All matters and questions not specifically covered by this contract shall be subject to the decision of the Butterfly Festival committee. In the interest of the event, the items covered by this contract may be amended at any time and notice thereof shall be binding on Vendor equally with the foregoing rules set forth in this contract. The Blythewood Butterfly Festival committee reserves the right to refuse space.

I agree to the terms, conditions, and payment as set forth in the "Blythewood Butterfly Festival Food Contract & Agreement 2017."

Signature of Food Vendor Representative: _____ **Date:** _____

Print Name: _____

Title of Food Vendor Representative: _____