



2019 TMP Vendor Application

Contact Information

Company Name:	Contact Name:		
Phone:	Cell:		
Email:	Website:		
Mailing Address:	City:	State:	Zip:

Type of Space: (please select the category that best describes your products or services)

Farm/Barn	Artist/Artwork
Training	Rescue Organization
Literature/Books/Magazines	Non-Profit
Equine Products	Military Support
Clothing	Other (Please specify)
Jewelry	
Tack	
Trailers	

Town Green Space Request:	Quantity	Price	Total
Exhibit Space 10' x 10' (includes 2 Saturday passes for film screenings) before 2/9		x \$50	\$
Exhibit Space 10' x 10' (includes 2 Saturday passes for film screenings) after 2/9		x \$75	\$
Rescue/Non-Profit Organization		Free	
Military Service Organization		Free	
Food Truck/Vehicle		x \$100	\$
	Total		
	Amount Enclosed (Due February 1, 2018)		\$
	Balance (Due February 12, 2018)		\$

Payment

Method of Payment: Make check payable to The Marley Project, Inc. Mail to P.O. Box 1464, Camden, SC 29021	For information about credit card payments, please contact Julianne Neal at julianneneal@me.com
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Release

The undersigned does hereby release, acquit, and forever discharge The Marley Project, Inc., the EQUUS Film Festival Camden Tour Stop, its agents, representatives, employees, volunteers, staff, as well as The City of Camden and Kershaw County 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 relating to the undersigned participation in Marley's Round Up and the EQUUS Film Festival Camden Tour Stop. Non-compliance with any of the listed rules and regulations will result in being escorted out of the festival event and end any future participation

By signing this document, I acknowledge receiving the TMP Vendor Application, reading the Rules and Regulations, understanding the contents, how they will apply, and agree to fully comply with the regulations.

VENDOR PRINTED NAME:	DATE:
VENDOR SIGNATURE:	

Please complete this application, proof of insurance (if applicable) and return with your check by mail to the address on the application. Vendor space will be assigned in the order that applications are received. The Marley Project reserves the right to deny access to any vendor due to limited space or type of product. When you receive a copy of your business license, please forward a copy to The Marley Project at julianneneal@me.com.

The event will be held at on the Town Green in Camden, SC on Saturday, February 23, 2019, from 10:00 am – 2:00 pm during the EQUUS Film Festival Camden Tour Stop. **The event will be held rain or shine.**

It is the sole responsibility of each and every vendor to meet all SC Department of Revenue (SC DOR), SC Department of Health (SC DHEC), and the City of Camden/Camden Fire Department regulations.

Rules and Regulations:

1. Non-profit organizations may not sell or distribute food, beverages or other items during the event.
2. **Vendors are prohibited from selling alcoholic beverages.**
3. There will be NO REFUNDS in the event of inclement weather. There will be NO REFUNDS due to cancellations after February 1, 2019.
4. Vendors are responsible for completing a business license for the City of Camden in order to conduct sales (see attached). Vendors are responsible for collection and submission of sales tax on all items sold.
5. Vendors with food trucks or tents cooking on site must submit proof of insurance with their applications and comply with City of Camden Requirements for Cooking on Town Green (see below).
6. Food vendors must provide hand sanitation stations.
7. Food vendors must contain all grease and not allow leaks to the ground.
8. Food vendors must remove all food, grease and trash collected at the booth following the event.

Set Up and General Information:

1. Each vendor space on the Town Green is 10 x 10. You may request additional consecutive spaces as needed. Spaces will be tagged with locations.
2. Spaces will be assigned as deemed appropriate by the staff. Your location is not transferrable. Instructions and a map of the Town Green with designated locations will be emailed prior to the event.
3. Vendors must supply all booth elements, including tents, tables, chairs and other items. Vendors must weight tents in order to avoid problems. You may use sand bags, cinder blocks or tent weights.
4. Electricity is not available. If you would like to bring a generator, please indicate as such on your application. All extension cords or other cables must be secured to prevent hazards.
5. Please remove all debris and trash from your location at the end of the festival and leave the space as you found it.
6. Festival hours on the Town Green are from 10:00 AM - 2:00 PM on Saturday, February 23rd. Vendors may begin setting up at 8:00 AM. Food trucks and vehicles must be in place by 9:30 AM. The parking area for vendors will be blocked at 9:30 to allow general parking for the public. Vendors must remain in place until 2:00 PM. You are required to man your booth during the event to insure protection of equipment and valuables.

Requirements for Cooking on Camden's Town Green:

1. Portable fire extinguishers shall be provided by the vendor, a minimum of 2A10BC in size, where any cooking or open flame is present.
2. Combustible materials shall not be located near any open flame or other device emitting flame, fire or heat.
3. Cooking areas shall be segregated by at least a 4 feet barrier to prevent traffic flow and accidental injuries.
4. Operations such as warming of foods, cooking demonstrations and similar operations that use solid flammables, butane or similar devices which do not pose an ignition hazard, shall be approved by the Fire Marshal before use.
5. All cooking and heating equipment shall be approved and safe for operation.
6. LP gas containers shall be located outside and away from paths of travel. Tanks shall be secured in place.
7. Outdoor cooking that produces sparks or grease-laden vapors shall not be performed within 20 feet of a tent, canopy or membrane structure.
8. Flammable-liquid fueled equipment shall not be used in any enclosed tents or canopies, because of harmful fumes and the potential of fuel spills.
9. Electrical power supply shall be plugged directly into an approved receptacle or power tap. Extension cords shall serve only one portable appliance. No open splices or open junction boxes allowed.
10. Ampacity of the extension cords shall not be less than the rated capacity of the portable appliance.
11. Extension cords shall be maintained in good condition without splices, deterioration or damage.
12. Extension cords shall be grounded when serving grounded portable appliances.
13. Extension cords and wiring shall be properly secured to prevent trip hazards.
14. Tents and membrane structures having an excess of 200 square feet and canopies in excess of 400 square feet may be used only upon approval of the Fire Marshal.
15. Tents, canopies and their appurtenances shall be anchored, roped, and braced to withstand elements of weather and prevent collapse. Adequate weight shall be used at all corners.



APPLICATION FOR TEMPORARY VENDOR EVENT BUSINESS LICENSE

APPLICATION FOR:

**EQUUS Film Festival Camden Tour Stop
Marley Project Literary Round-Up on Camden Town Green
February 23, 2019**

Please complete this form and submit it by mail or in person along with your Check, Money Order or Cashier's Check in the amount of \$25 made out to the City of Camden. Fees must be paid/received as soon as possible, and not later than Friday, February 9, 2019 otherwise there will be a fee increase to \$50.

Mail to: Temporary Business License, City of Camden, PO Box 7002, Camden, SC 29021
In person: Customer Service Counter, Temporary Business License, City of Camden, 1000 Lyttleton Street, Camden, SC, 29020.

Phone: 803-432-2421 / Stephanie Bowers

NOTE: Entities with existing valid Camden Business License must complete and submit this form. However, they are exempt from the TEMPORARY VENDOR EVENT BUSINESS LICENSE fee.

BUSINESS NAME _____ DESCRIPTION: _____
MAILING ADDRESS _____ CITY _____ ST _____ ZIP _____
OWNER/OFFICER _____ FEDERAL ID NO _____
BUSINESS PHONE _____ EMERGENCY PHONE _____
SOCIAL SECURITY NO _____ SC SALES TAX NO _____
ON-SITE EVENT CONTACT/ REPRESENTATIVE(S): _____

Total Fee Due*: \$25.00 **After February 9th, 2019 the Total Fee is \$50.*

EVENT LOCATION: Camden Town Green

EVENT NAME: EQUUS Film Festival Camden Tour Stop/ Marley's Round-Up on Camden Town Green/ February 23, 2019

CODE: _____ (For City of Camden Office Use Only)

BY SIGNING BELOW, THE APPLICANT CERTIFIES THAT THE ABOVE INFORMATION IS ACCURATE, THAT ALL REQUIRED PERMITS AND FEES HAVE BEEN PAID, AND THAT ALL (APPLICABLE) PROPERTY TAXES DUE AND PAYABLE TO THE CITY OF CAMDEN HAVE BEEN PAID.

SIGNATURE

TITLE

DATE