



Food Vendor Application

Saturday & Sunday, October 1-2, 2016

Application Deadline:
September 15, 2016

Applicant Information

Name of Business/Organization: _____

Commercial Non-Profit Cooking with Grease

Applicant Name or Authorized Representative: _____

Mailing Address: _____ City: _____ ST: _____ Zip: _____

Phone: _____ Cell: _____ Email: _____

PLEASE FILL OUT ALL INFORMATION BELOW (review *General Provisions* on reverse side and sign)

Will you be attending Saturday only or Saturday and Sunday? Sunday is optional and there is no additional charge for the second day. Saturday and Sunday Saturday only

Food preparation: To prepare and serve food I will use: Tent Trailer Vehicle Other _____

Space Requirements: *Width* _____ X *Length* _____
(The Overall size must include all space for tent/vehicle/trailer, grills, towing hitch, dining area, supply vehicle, or other required.) **Grills outside the overall space purchased will not be allowed. Additional space must be purchased prior to the event to accommodate grills.**

Electricity: Electrical supply is 110 volts 20 amps. (220-volt power is **NOT** available.) The fee is \$25.00 per outlet or \$40.00 cash per outlet on the day of the event. *Space with electrical is limited – no guarantees day of the event!*

Electrical Hookups Needed: YES NO

Products: Please list all items you wish to offer at the Congaree Bluegrass Festival this year. Due to the Festival's intent not to duplicate vendor offerings, you will be required to sell only the items that are approved by the Cayce Events Committee prior to the event. (*Beverages are not included in the approval process.*)

Beverages: YES NO

Item: _____ Item: _____ Item: _____

Item: _____ Item: _____ Item: _____

Item: _____ Item: _____ Item: _____

Fee Calculation:			
Total # of vendor spaces needed (10' x 10')	_____	X \$125 ea.	= \$ _____
Additional space (10' x 10' for a total of 10' x 20')	_____	X \$25 ea.	= \$ _____
Electrical Hookup (110 volts, 20 amps)	_____	X \$25 ea.	= \$ _____
TOTAL FEE			\$ _____

Sponsor Checklist	
_____	All information complete above
_____	The <i>Agreement and General Release</i> on back of this form signed and dated
_____	Check/Money order made payable to: CONGAREE BLUEGRASS FESTIVAL (TOTAL FEE from above)

Mail to: Congaree Bluegrass Festival, ATTN: Kara Carmine, P.O. Box 2004, Cayce, SC 29171

FESTIVAL INFORMATION • (803) 550-9520 • FAX (803) 796-9072 • Email kcarmine@cityofcayce-sc.gov

www.cityofcayce-sc.gov

GENERAL PROVISIONS – APPLICABLE TO ALL PARTICIPANTS
First come, first. Send applications in early!

1. Vendors are allowed to keep 100% of their sales
2. No applications will be processed without the accompanying total fee as calculated on the front of this form. All space fees are non-refundable unless the application is rejected. In the event of rejection, the total fee will be returned
3. No refunds will be made for inclement weather.
4. Sales tax and licenses are the responsibility of each vendor. Information regarding taxes may be obtained from the S.C. Department of Revenue by calling 803-896-1350. Vendors must display a current S.C. Business License or provide proof of exemption.
5. All vendors must comply with DHEC sanitation guidelines. For information about guidelines go to www.scdhec.gov/health/envhlth/food_protection/permits.htm.
6. All vendors must complete the City of Cayce Fire Marshal's Special Event application and abide by the Special Function Fire Safety Guidelines provided with this application.
7. All vendors must provide appropriate grease storage containers. Vendors are prohibited from pouring any amount of grease on the ground.
8. Vendors will be provided with a space that is approximately 10' x 10', unless otherwise requested and paid for. Space is limited and will be assigned on a first come, first serve basis and assignments are not negotiable. Display equipment, items or grills outside the overall space purchased **will not be allowed**. Additional space must be purchased prior to the event to accommodate your complete exhibit including grills.
9. Each participant will keep his or her designated area clean and free of debris during the entire day. A final cleanup must be done at the end of the event.
10. Vendors are responsible for providing their own tables, chairs, LP gas, etc.
11. Electrical power is limited and is not guaranteed. The festival's on-site electrician is the final authority on all matters concerning our electrical system.
12. No sharing electricity with other vendors.
13. All vendors that use flammable gas will have a fire extinguisher that meets applicable state and local fire codes.
14. **All commercial food vendors are responsible for their own liability insurance.**
15. No sale or giveaway of any product or item with a festival logo will be permitted.
16. No give away of balloons, t-shirts, ball caps, candles or other treats are permitted.
17. Festival officials reserve the right to have removed any participant that is deemed obnoxious or is performing activities that do not follow the traditions of the festival. Alcoholic beverages are strictly prohibited.
18. Vendors/Exhibits must open promptly at 11:00 a.m. Saturday, October 1, 2016.
19. All vehicles must be removed from the festival area one hour before the vendor area opens.
20. Vendors must display a menu of all items being sold at booth and must not sell any item not shown on a menu.
21. To apply for space, complete the application on the front of this form, sign the *Agreement and General Release* below and mail with check or money order made payable to **CONGAREE BLUEGRASS FESTIVAL** and all required paperwork to:

Congaree Bluegrass Festival, ATTN: Kara Carmine, P.O. Box 2004, Cayce, SC 29171

(All applications and fees must be received by the Congaree Bluegrass Festival no later than **September 15, 2016**)

AGREEMENT AND GENERAL RELEASE

I have read, understand and agree to abide by the above listed provisions and guidelines for this event. In addition, applicant on its behalf and on the behalf of its individual participants, completely release the CONGAREE BLUEGRASS FESTIVAL, its committees, the City of Cayce, and any and all civic organizations that are participating in this festival and associated events from all claims and causes of action of any kind which it now has or may later have against the above mentioned entities, their officers, agents, employees or volunteers in any way arising out of the applicant's participation in the festival. Furthermore, applicant agrees to save harmless from and indemnify these entities against all claims and causes of action of any kind arising from its participation in the festival and will defend on behalf of these entities any suit brought against them jointly or individually arising out of the applicant's participation in this festival. Applicants shall acquire during the active period of its participation in the festival and at its own expense such public and contingent liability insurance as will protect the applicant's participation in the festival.

Applicant's Signature _____ **Date** _____

For office use only		
Date received _____	<input type="checkbox"/> Confirmation Mailed _____	Space ID assigned: _____
<input type="checkbox"/> Application Complete <input type="checkbox"/> Full fee received Check / MO # _____		Amount \$ _____



CAYCE DEPARTMENT OF PUBLIC SAFETY

Committed to Professionalism

Two Lavern Jumper Road • Cayce, SC 29033
Post Office Box 2004 • Cayce, SC 29171
Phone (803) 794-0456 • Fax (803) 794-2393

Charles E. McNair
Director

FIRE MARSHAL'S DIVISION

2 Lavern Jumper Rd Cayce, SC Phone: (803) 550-9523 Fax: (803) 794-2393
E-mail: tmueller@cityofcayce-sc.gov

SPECIAL EVENTS APPLICATION VENDOR REQUIRMENTS

APPLICANT NAME: (Print) _____

ADDRESS: _____ CITY: _____
STATE: _____ ZIP: _____

APPLICANT PHONE NUMBERS: (BUSINESS) _____

(CELL): _____

Email: _____

EVENT NAME: _____

EVENT CONTACT NAME: _____

EVENT ADDRESS: _____

EVENT HOURS OF OPERATION: _____ EVENT DATES: _____

Food & Beverage: (Y) Yes (N) No

Catered on-site/off-site Barbeques/Grills Deep Fryers Ranges Woks

Tents (over 400 square feet): Number of Tent(s): _____ Do tent(s) have
sidewalls? Yes / No

Note: Copy of the fire retardant certification is required for cooking tents

Booths: Number of booth(s): _____ **Street Closings:** Yes No

Will there be cooking in the booths? Yes No (Cooking tents shall be
separated from other tents by 20 ft. Outdoor cooking that produces sparks or
grease-laden vapors shall not be performed with 20 ft of a tent.

No storage of LP containers within the tent or canopy. No LP tanks within 10' feet
of the tent or canopy. IFC3104.16.2 & 3104.16.2.1 All LP containers shall be
inspected by a LP Gas vendor prior to any event. Documentation of the inspection
shall be submitted to the fire marshal's office prior to the event. IFC 3104.16. &
NFPA 58

Generators: Yes ___ No ___ Generators shall be at least 20” feet from any structure, tent, or canopy and not accessible to the public. IFC 3104.19

Food Truck & Trailers:

As of 2015, All COMMERCIAL COOKING done inside a trailer or truck etc. shall be required to have a Type I (One) hood system along with a fire suppression system. All hazardous exhaust shall be vented to the outside. A Class K fire extinguisher and a 2A 10 BC fire extinguisher shall be visible and secured inside the truck or trailer. The fire suppression system shall be inspected every 6 months and fire extinguishers shall be inspected annually. All documentation shall be submitted to the fire marshal’s office prior to the event. IFC 904.2.1, 904.5.1, 904.11.5, 906.1, IMC 506 & NFPA 96-4.1.9

LP Gas Containers: All LP containers, piping, valves and fittings shall be properly protected. All LP containers shall be securely fastened in place to prevent movement. All LP containers shall be inspected by a LP Gas vendor prior to any event. All documentation of the inspection shall be submitted to the fire marshal’s office prior to the event. IFC 3104.16. & NFPA 58

Fireworks:

All fireworks shoots shall be approved and have a permit from the South Carolina Fire Marshal’s Office. Depending on the location of the fireworks display, the Cayce Fire Marshal’s Division must determine if the site is safe and receive an approval from the Federal Aviation Administration. A Fire Marshal or Deputy Fire Marshal and a designated crew of firefighters shall standby prior to and after a fireworks display. A fee of \$35.00 per hour per personnel shall be paid two business days prior to the shoot.

CONDITIONALS OF APPROVAL

All applications (if applicable) shall be submitted a minimum 10 business days in advance of the beginning date of the display or event. All applications are required to submit this form directly back to the Fire Marshal’s Office by mail, fax or e-mail.

I CERTIFY THAT ALL INFORMATION SUBMITTED IS CORRECT. I AGREE TO COMPLY WITH ALL LOCAL REGULATIONS RELATED TO FIRE PREVENTION, AND THE INTERNATIONAL FIRE CODE. I HEREBY AUTHORIZE REPRESENTATIVE OF FIRE PREVENTION TO ENTER UPON THE ABOVE-MENTIONED EVENT PREMISES FOR INSPECTION PURPOSES.

APPLICANT’S PRINTED NAME: _____

SIGNATURE: _____ DATE: _____

CITY OF CAYCE

FIRE MARSHAL'S OFFICE

SPECIAL FUNCTIONS REQUIREMENTS

TENT, CANOPY, COOKING AND GENERAL FIRE SAFETY RULES

The following information is a comprehensive guide to Fire Prevention, prior to and during all Special Events within the City limits of Cayce, SC. It is our mission to ensure Fire and Life Safety measures are taken to protect the patrons and vendors, and that it is strictly adhered to, by doing so will assure that all endeavors are successful.

Should there be questions regarding any of the sections listed below or you require further information on a particular topic, please feel free to contact the Cayce Fire Marshal's Office.

Cayce Fire Marshal's Office (803) 550-9523



All Tents, Canopies and other Membrane Structures cannot be within 20' feet of any lot line, building, parked or moving vehicle or any internal combustion engine. IFC 3103.8.2

Fire department access roads will be made available at all times during the event so emergency apparatus can have access to all buildings and structures. IFC 3103.8.1

For large assembly tents and membrane structures, the occupancy shall be determined by the Fire Marshal. IFC 3104.1.4

For large assembly tents and membrane structures, the owner or agent shall submit all flame propagation performance treatment certifications to the fire marshal's office. IFC Section 3104

No Smoking signs shall be posted in and around all tents, canopies, membrane structures and at all entrances to the event. IFC 3104.6 & IFC 310.3

Vehicle storage is allowed for display purposes only if the battery is disconnected and there is less than 5 gallons of fuel. No fueling or defueling is allowed within the tent, canopy or membrane structure. IFC 3104.18

No parking near tents, membrane structures or mobile food vendors. IFC 313.1.1. Or IFC 3100

General Cooking

As of (2015), All commercial cooking done inside a trailer or truck etc. shall be required to have a Type I (One) hood system along with a fire suppression system. All hazardous exhaust shall be vented to the outside. A Class K fire extinguisher and a 2A 10 BC fire extinguisher shall be visible and secured inside the trailer. The fire suppression system shall be inspected every 6 months and fire extinguishers shall be inspected annually. All documentation shall be submitted to the fire marshal's office prior to the event. IFC 904.2.1, 904.5.1, 904.11.5, 906.1, IMC 506 & NFPA 96-4.1.9

LP Gas Containers: No storage of LP containers within the tent or canopy. No LP tanks within 10' feet of the tent or canopy. IFC3104.16.2 & 3104.16.2.1 All LP containers, piping, valves and fittings shall be properly protected. All LP containers shall be securely fastened in place to prevent movement. All LP containers shall be inspected by a LP Gas vendor prior to any event. Documentation of the inspection shall be submitted to this office prior to the event. IFC 3104.16. & NFPA 58

All food vendors are required to follow all South Carolina DHEC health regulations.

Operations under tents such as warming of food, cooking demonstrations and singular operations that use solid flammables, butane or other similar devices which do not pose an ignition hazard shall be approved. IFC 3104.15.4

No open flame, heating or cooking under tents or canopies. No open flame, heating or cooking within 20' feet of tents or canopies. Some variances can be approved by the Fire Marshal if obstacles or barriers are impending the location. IFC 3104.15.6

All cooking rules are subject to change due to weather or hazardous conditions.

General Fire & Safety

Electrical equipment and installation shall comply with NFPA 70 National Electrical Code.

Protective mats and other approved means shall be placed over electrical cables on walkways.

Generators shall be at least 20" feet from any structure, tent, or canopy and not accessible to the public. IFC 3104.19

Fire extinguishers shall be located at all tents, canopies, or structures that have cooking operations. A minimum of a 2A 10 BC fire extinguisher and shall be accessible. The fire extinguisher shall be serviced and have a current service tag. IFC 906 & NFPA 10

The City of Cayce has a limited number of fire extinguishers that can be lend out. If the fire extinguisher is discharged or damaged in any way, the subject or group borrowing the fire extinguisher is required to pay a service charge. A 48 hour notice is required prior to borrowing a fire extinguisher.

All carbon dioxide tanks (beverage dispensing) shall be secured and protected in an up-right position. IFC Section 5300

There shall be trained crowd managers or crowd manager/supervisors at a ratio of one crowd manager/supervisors for every 250 occupants, as approved. IFC 3104.20.2

Disclaimer

The above items are not to be construed as a complete check of every item pertaining to tents, canopies, membrane structures and mobile food vendors. The Fire Marshal Office shall be notified of a minimum of 90 days prior to any event. A detailed plan and documentation shall be submitted to this office. The Cayce Fire Marshal's office has the right to deny or refuse any vendor who does not comply with the stated requirements.

IFC – International Fire Code (2012), IMC – International Mechanical Code (2012)