



Irmo Okra Strut FESTIVAL

Exhibits *or* Arts *or* Crafts

The Irmo Okra Strut is currently accepting applications for participation in the 2009 festival. Please complete and return this application with your payment by Friday, August 6, 2009. Applications received after this date will be considered if space remains available. Please read the enclosed Policies and Procedures before signing the application. Keep the Policies and Procedures for your records and information.

Saturday, September 26, 2009 • 10:00 AM – 5:00 PM

Please select one

- HANDMADE ARTS & CRAFTS.....\$ 95 space fee* New Applicant
- BUSINESS/COMMERCIAL EXHIBIT.....\$ 150 space fee* Previous Applicant
- COMMUNITY/NON-PROFIT EXHIBIT.....\$ 35 space fee*

ORGANIZATION _____ CONTACT _____

ADDRESS _____
street city state zip

email address _____ Please list your current email so that we may send you updates.

TELEPHONES Business () _____ Home/cell () _____ Fax () _____

CATEGORY FINE ART HAND CRAFTS WEARABLE ART
check one GENERAL INFO SALES INFO OTHER _____

SALES ITEMS Please list the types of items which you plan to sell or display: _____

TYPE OF UNIT TENT TRAILER OPEN DISPLAY PUSHCART OTHER _____
(check one)
Length (unit frontage) _____ Depth (front to back) _____

Standard spaces are approximately 14 feet in frontage by 11 feet deep. You must request two spaces if you require more than 14 foot frontage. Your unit, including awnings and towing apparatus, must fit into your designated space.

Electrical service is extremely limited and available in few areas. If you receive electrical service you will be invoiced a \$50 user fee separately, therefore, please **DO NOT** send the user fee with your space fee.

Number of spaces requested 1 2 Requests _____ I require electrical service (\$50 user fee)

Locate in a specific area: Arts & Crafts Children's Commercial/Business Requests _____

AGREEMENT

I, the undersigned, wish to participate in the 2009 Okra Strut and have read and understand the policies and procedures attached and the policies on this application. I agree to abide by these policies and those that will accompany the confirmation if accepted for participation. I understand that no refunds will be made for inclement weather.

I, the undersigned, agree to be responsible for any loss or damage to property or personal injury during the 2009 Okra Strut Festival and further release festival management, the Okra Strut Commissioners, and the Town of Irmo from any claims resulting there from.

Applicant Signature _____ Date _____

PAYMENT Make check or money order payable to: **Irmo Okra Strut** • PO Box 212334 • Columbia, SC 29221-2334

Complete, sign, and return this application with your payment. **Be sure to enclose the application, fee and required material.**

TOTAL AMOUNT ENCLOSED \$ _____

* Space fees are refundable only if applicant is not accepted to participate. There is no rain date.

2009 OKRA STRUT COMMISSION • (803) 781-6122 PHONE & FAX

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|-----------------------|------------|----------------|--------------|----------|
| FOR OFFICE USE | RECD _____ | AMT PAID _____ | CK/MO# _____ | ID _____ |
|-----------------------|------------|----------------|--------------|----------|



IrmoOkraStrut FESTIVAL

2009 POLICIES AND PROCEDURES

PLEASE READ THE POLICIES AND PROCEDURES GUIDELINES VERY CAREFULLY.
ALL POLICIES AND PROCEDURES WILL BE ENFORCED.

*In addition to **Okra Strut Policies and Procedures**, all participants are required to comply with all State, County and local codes and regulations. **FOOD** vendors will be subject to inspection by DHEC and the Irmo Fire Marshal.*

1. APPLICATION PROCESS

- A. **COMPLETION PROCESS** – Application must be completed, signed, and returned by the deadline indicated and must include all non-refundable fees (unless applicant is not accepted for participation).
- B. **CONFIRMATION OF ACCEPTANCE** – If accepted for participation, a confirmation will be mailed containing check-in time, your space number, map, and other applicable information.
- C. **NOTIFICATION OF REJECTION** – If applicant is not accepted for participation, a notice explaining the reason for rejection and a refund check will be mailed to applicant promptly.
- D. **PHOTO** – All NEW APPLICANTS must provide a photo of their unit with their application. Photos will NOT be returned. This includes arts and crafts, food, and amusements, and commercial and non-profit exhibits.

2. ON-SITE SALES & UNIT GUIDELINES

A. CHECK-IN and SET-UP PROCEDURES for FRIDAY and SATURDAY

FRIDAY VENDORS may access the site and set-up between 12:00-4:00 PM. Only FOOD and AMUSEMENT vendors will be permitted to SET-UP or PARTICIPATE on Friday. All vehicles, trailers or other large objects must be removed from the site by 5:00 PM. Only approved support and supply vehicles will be permitted to remain on the festival site. Vehicles may access the site after 11:00 PM when it is safe to do so.

NOTE: Artists, Crafters, and Exhibitors may not set-up on Friday due to the evening concert held on the grounds.

SATURDAY VENDORS may access the site and set-up between 7:00-9:00 AM. All vehicles, trailers or other large objects must be removed from the site by 9:30 AM. Only approved support and supply vehicles will be permitted to remain on the festival site. Vehicles may access the site after 5:00 PM or when safe to do so.

ANY PARTICIPANT WHO FAILS TO ARRIVE DURING THE CHECK-IN TIME WILL BE CONSIDERED A “NO SHOW” AND THE SPACE MAY BE RE-ASSIGNED.

- B. **SPACE ASSIGNMENT** – Participants are assigned a space with a corresponding ID number. Participant cannot sublet, assign, or donate their space in whole or part without permission of festival management.
- C. **UNIT OPERATION AND SALES** – Unit must be operational during official festival hours. PARTICIPANT WILL BE PERMITTED TO SELL OR GIVE-AWAY APPROVED ITEMS ONLY. Food, beverage and amusement vendors will be required to accept tickets only and no cash.
- D. **UNIT SIZE** – Participants will be provided with a space approximately fourteen feet (14') frontage by eleven feet (11') deep (from front to back of your unit). Most units are located on an asphalt surface. Your operation and signage must be contained within the designated space. Units should be designed for outdoor use and capable of withstanding the elements.
- E. **SIGNAGE** – Participants are responsible for signage. Signage must be contained within assigned space.
- F. **CLEAN UP** - Each participant must clean up his/her designated area during the day with a final clean up at the end of the day. Trash and recycling receptacles will be on site.
- G. **TAXES** – Participant is responsible for SC sales tax, if applicable. It is the participant's responsibility to file the necessary forms with the SC Tax Commission. For tax information, call (803) 737-4788.
- H. **SAFETY** – All participants must comply with all fire and safety guidelines explained in the confirmation material.
- I. **FOOD SALES** – The sale of food or beverage products is strictly limited to approved food vendors.
- J. **PRODUCT/SERVICE EXCLUSIVITY** – No participant will be granted exclusivity of products, business or services.
- K. **RESTRICTED SALES/GIVE-AWAY ITEMS** – The sale of the following items is strictly prohibited: any type of GLOW PRODUCTS, SILLY STRING (or similar product), OR ALCOHOLIC BEVERAGES.

3. FESTIVAL SERVICES

- A. **ELECTRICAL SERVICE** – Electrical service is limited and not guaranteed and must be requested at time of application. If service is provided, it will be indicated on your confirmation.
- B. **SECURITY** – Overnight security is provided on the festival site. However, festival management cannot be responsible for lost merchandise or material due to theft or vandalism.

4. GENERAL INFORMATION

- A. **LIABILITY** – Neither the Irmo Okra Strut Commission, The Town of Irmo, Lexington County nor any of their representatives, employees, volunteers, agents, patrons, guests, or sponsors shall be liable for any loss or damage to the property of any participant due to fire, robbery, accident, or other cause that may arise from participant's use or occupancy of participant's assigned space during the festival.
- B. **INSURANCE** – All participants shall be responsible for liability insurance and IF ACCEPTED, **PROVIDE A CERTIFICATE OF INSURANCE** from their insurance carrier.
- C. **REFUNDS** – No participant refunds will be made due to inclement weather. Space fees are refundable only if applicant is not accepted to participate.
- D. **REMOVAL** – Festival officials reserve the right to close down and remove any participant that is not adhering to festival policies and procedures, deemed obnoxious or performing activities not in keeping with festival tradition. THIS INCLUDES SELLING OR GIVING AWAY ITEMS THAT HAVE NOT BEEN APPROVED BY THE OKRA STRUT COMMISSION TO SELL OR GIVE AWAY.

GUIDELINES FOR FOOD & AMUSEMENTS ONLY

In addition to the policies and procedures outlined in Sections 1-4, the following policies and procedures apply to food and amusement participants. The Irmo Fire Marshal and a representative from DHEC will inspect all food vendors.

NEW POLICY! FOOD VENDORS ARE REQUIRED TO BE SET-UP BY 4:00 PM FRIDAY FOR DHEC INSPECTION.

5. GENERAL INFORMATION

- A. **CLEANUP** – Participant must provide appropriate grease storage containers and must not dispose of grease on the festival site. Violating vendors will be fined additional cleaning charges after a closing inspection.
- B. **MENU SIGNAGE** – Participants must provide and display a sign indicating the number of tickets required for each approved sales item.
- C. **TICKET SYSTEM** – Participant must comply with the festival ticket system guidelines explained in the confirmation. Anyone found accepting cash will be promptly removed from the festival site. **NO EXCEPTIONS!**
- D. **SERVICE AND PREPARATION** - Participant must comply with all DHEC sanitation and fire and safety guidelines. Bottles and glass containers are not permitted and participant is encouraged to use recyclable materials. All participants utilizing cooking equipment are required to have a fire extinguisher readily available.
- E. **ICE IS NOT PROVIDED OR FOR SALE ON THE FESTIVAL SITE.**
- F. The Lake Murray-Irmo Woman's Club will have exclusive rights to the sale of fried okra in conjunction with the Festival. No other vendors may sell fried okra.
- G. **WATER** – Vendor water service will be available at limited locations.
- H. **BEVERAGES** – Alcoholic beverages will be sold exclusively by the Festival. Upon approval, food vendors may sell non-alcoholic beverages. There are no restrictions on bottled water which may be available free of charge.
- I. **FOOD & AMUSEMENTS INSURANCE COVERAGE** – IF ACCEPTED, proof of insurance coverage must be submitted in the form of a **Certificate of Insurance** from applicant's insurance company. **Applicant must also list the Town of Irmo as ADDITIONAL INSURED on their insurance policy.** Applicant must provide proof of the following coverage: \$500,000 personal injury and general comprehensive liability with minimum limits of \$500,000 combined single limit coverage for both bodily injury and property damage; General comprehensive liability to specifically include Products and Completed Operations Hazard coverage and Contractual Liability.

APPLICATIONS WILL NOT BE PROCESSED WITHOUT REQUESTED INFORMATION, PHOTO (if applicable), AND APPROPRIATE FEES. THE OKRA STRUT COMMISSION RETAINS THE RIGHT TO DENY PARTICIPATION OF ANY VENDOR WHOSE SALES ITEMS DO NOT COMPLY WITH FESTIVAL CRITERIA OR PHILOSOPHY.

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