





## IrmoOkraStrut FESTIVAL

# 2010 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

#### CHECK-IN and SET-UP PROCEDURES

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.**

- A. **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.
- B. **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.
- C. **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.
- D. **SIGNAGE** – Participants are responsible for signage. Signage must be contained within assigned space.
- E. **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.
- F. **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.
- G. **SAFETY** – All participants must comply with all fire and safety guidelines explained in the confirmation material.
- H. **FOOD SALES** – The sale of food or beverage products is strictly limited to approved food vendors.
- I. **PRODUCT/SERVICE EXCLUSIVITY** – No participant will be granted exclusivity of products, business or services.
- J. **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 carrying their own liability insurance.
- 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.

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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