



Orangeburg Festival of Roses
Post Office Box 328
Orangeburg, South Carolina 29116-0328
Phone 803.534.6821 Fax 803.531.9435

January 28, 2009

The Orangeburg County Chamber of Commerce and the City of Orangeburg are making plans for the 38th Annual Orangeburg Festival of Roses to be held May 1-3, 2009. This annual event celebrates the blooming of our beautiful roses and the beginning of a yearlong opportunity to enjoy the natural setting of the Edisto Memorial Gardens along the banks of the Edisto River, the longest black water river in the world.

Please review the following information and if interested in participating, return the enclosed application.

1. Festival hours will be as follows:

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| Friday | 12:00 noon – 6:00 p.m. Set-up from 9:00 a.m. – 11:00 a.m.
Roads will close at 8:30 a.m. on Friday. Vendors will be allowed in at 9:00 a.m.
ABSOLUTELY NO SETUPS WILL BE ALLOWED BEFORE 9:00 A.M. All participants will enter from Riverside Drive near the Orangeburg County Fine Arts Center. |
| Saturday | 10:00 a.m. – 6:00 p.m. Set-up from 8:00 a.m. – 9:00 a.m.
Vendors will be allowed in at 8:00 a.m. All participants will enter from Waring Street to Riverside Drive near the Orangeburg County Fine Arts Center. The Park Street access will be blocked due to the Road Race. |
| Sunday | 12:00 noon – 6:00 p.m. Set-up from 9:00 a.m. – 11:00 a.m.
All participants will enter from Riverside Drive near the Orangeburg County Fine Arts Center. |

- Friday features special events for Senior Citizens. All booths must be open and manned from 12:00 noon until 6:00 p.m. Friday, 10:00 a.m. until 6:00 p.m. Saturday and from 12:00 noon until 6:00 p.m. Sunday.
- A **City of Orangeburg license** must be displayed. You will receive this form once you have been accepted. Please fill out and **send to the address on the form** as soon as possible. Do not return it to PO Box 328.
- If you do not have a SC Business License you must file for a **Business Tax Application** with the South Carolina Tax Commission. Please contact them at 803.898.5872 to obtain a form. These must be displayed at your booth.
- Exhibitors furnish their own display items such as tables, shelves, tents, etc. You will also need to bring extension cords if electricity is reserved and hoses if water is requested. It is recommended that tables be skirted if at all possible. If a food vendor, you must have food grade hoses for your water supply.
- Placement locations are approximate and requests will be honored when possible.
- Fees must be paid one week prior to participation. Once an application has been accepted and fees have been received, there will be no refunds.
- Please review all rules. Only completed and signed applications will be considered.

Return your application by, April 9, 2009. Your form can be mailed or you can fax it to 803-531-9435. Please do not send any fees until you receive confirmation that your application has been accepted. At this time you will receive a City of Orangeburg License Application and be asked to send in all fees.

There will be a compliance fee of \$100 for first time crafters only. This should be made payable to the Orangeburg Festival of Roses on a separate check from your entry fee. This check will be returned to you if you fulfill your commitment and follow the guidelines for the entire festival. If this fee is included with your entry fee, there will be a delay in returning your compliance fee.

If you have any questions, please contact the staff of the Orangeburg County Chamber of Commerce at 803.534.6821 or 1.800.545.6153. We look forward to receiving your application.

Sincerely,

David L. Coleman, Co-Chair Orangeburg Festival of Roses
President, Orangeburg County Chamber of Commerce

Buster Smith, Co-Chair Orangeburg Festival of Roses
Director, City of Orangeburg Parks and Recreation

Artists, Crafters and Specialty Items

1. Only handcrafted items and specialty items are accepted. The final decision to accept or deny an application will be made by the Orangeburg Festival of Roses Committee.
2. A South Carolina Retail License for Artists and Crafters must be displayed.
3. Artists and crafters will setup on Riverside Drive. Exhibitors will not set up in walkways.
4. Please indicate on your application if you need electricity. Be sure to indicate # of circuits, volts and amps. There is an additional fee for non-standard electrical requirements.

Commercial and Non-Profit Food Vendors

1. Please send a copy of your proposed menu choices with your application. Only the approved products will be sold. No additions to the menu unless approved in writing by the committee.
2. Please identify whether your concession is a trailer/wheeled or canopy.
3. Rented trailers are acceptable, but the local organization members must man and operate the concessions. All trailers must be moved immediately following close of the festival.
4. Once an application has been received and accepted, there will be **no refund**.
5. When confirmation is received from the festival, your organization is responsible for contacting the Orangeburg County Health Department, PO Box 1126, Orangeburg, SC 29116-1126, 803/533-7191, for meeting Temporary Food Service regulations. You will be allowed to serve food only after meeting the requirements of the Health Department.
6. Food grade hoses must be used for all water supply lines.

Non-Profit Display Vendors

1. These spaces are for display and handing out information only.
2. No selling is allowed.
3. Electricity is not supplied for this category. If you require electricity, you will be charged \$70 for one space or \$120 for two spaces.

Non-Profit Selling Vendors

1. If you plan to sell packaged food products, please fill out the Food Vendor Agreement form enclosed. You will also need to follow the guidelines/requirements of the Health Department.
2. Only approved products will be sold. No additions unless approved by the committee.

Authorized Signature

Business Name

Date

FOOD VENDOR AGREEMENT

List all food products you would like to sell at the Orangeburg Festival of Roses. Please fill out and return the signed copy of this vendor agreement along with your application.

Authorized Signature

Business Name

Date