

Newberry Oktoberfest General Vendor Policies

Vendor Booth Information

1. 30 art and craft vendor booth spaces are sold on Main Street. Qualifications for Art & Craft vendors can be found on the Art & Craft Vendor Booth Application.
2. 6 Kid-themed vendor booth spaces are sold in Kindertown. Qualifications for Kindertown vendors can be found on the Kindertown Vendor Booth Application.
3. 17 Food Court Spaces are sold. Qualifications for Food Court vendors can be found on the Food Court Vendor Booth Application.
4. Community Corner spaces are sold as available after sponsor booths are finalized. Qualifications for Community Corner vendors can be found on the Community Corner Booth Application.
5. **All spaces are subject to jury or committee review and are made available on a first come-first served basis after judging.**
6. **No space assignments will be made until vendor application and payment are received and approved.**
7. The current fee for Main Street booths is \$90. (1 tent is provided) **(No table or chairs are provided)**
8. The current fee for a booth space in Kindertown is \$75. **(No tent, table, or chairs are provided)**
9. The current fee for a booth space in the Food Court is \$125. **(No tent, table, or chairs are provided)**
10. The current fee for a booth in the Community Corner is \$50. **(No tent, table, or chairs are provided)**
11. Vendors may reserve a maximum of one booth space.
12. There will be no refunds after the early application deadline is June 30, 2021 at 5pm for approved vendors.*
*Community Corner Vendors will not be refunded after the application deadline of 8/31/20 at 5pm.
13. The event reserves the right to limit the number of vendors for each category of merchandise.
14. The event reserves the right to approve vendors and jury/review items sold.
15. Once registered and approved no vendor will be allowed to change the type of merchandise they plan to sell/to change the type of Organization to be represented.

Taxes and Licenses:

1. Vendors are responsible for collecting and reporting SC sales tax as required by law.
2. Vendors are responsible for obtaining a SC business license. SCDOR requires that your SC business license be visible at your booth. You do not need to provide a copy to event organizers.
3. FOOD VENDORS- see additional note in FOOD VENDOR section of this document.

Event Set-up and Breakdown

1. The event is held on the First Saturday of October, annually. **If an act of God forces the rescheduling of Oktoberfest, all approved vendors are expected to attend the reschedule date of October 16, 2021 from 10am to 6pm. NO refunds and no credits will be issued to vendors.**
2. Event hours are from 10am until 6pm.
3. Set-up hours will be between 7:00am and 9:30am on the Saturday morning of the event.
4. **All vendor vehicles and trailers must be parked in designated parking lots during event hours (10am-6pm) unless otherwise approved in writing.** This includes any motorized vehicle of any kind. Vendor parking notices will be mailed out with the booth assignment numbers. **Vendors must display parking notices and vendor numbers on the day of the event to be allowed into the festival area. VENDORS WHO VIOLATE THE PARKING RULES MAY NOT BE ALLOWED BACK TO OKTOBERFEST or ANY FUTURE CITY OF NEWBERRY EVENT.**
5. Break-down time will be from 6pm until 7pm.

Newberry Oktoberfest General Vendor Policies

6. **Vendors are to remain open during all hours of the event. Packing up/leaving early will void the vendor's ability to participate in future events.**
7. Booth assignments will be mailed out approximately one month before Oktoberfest.

Equipment and Utilities Usage

1. The City of Newberry will provide a 10 x 10 tent for each ART & CRAFT vendor on Main Street ONLY. **No tent extensions or additions will be allowed. ONLY Main Street vendors will NOT be allowed to provide their own tent.**
2. Tables and chairs will be the responsibility of individual vendors.
3. No electricity will be provided to Art & Craft, Kindertown, or Community Corner vendors. **Vendors are allowed to use a maximum of one quiet generator to assist in displaying work or demonstrations. Please make certain that any generators are in perfect working order. Please call to have your generator approved before the festival.**
4. Trash roll carts will be located along Main Street for your convenience, however they are to remain where they are placed. ANY CARDBOARD TRASH SHOULD BE TAKEN TO THE GREEN CARDBOARD RECYCLING UNIT IN THE FRIEND STREET PARKING LOT. GPS: 1301 Friend St.
5. All vendors are encouraged, but not required, to have a fire extinguisher (A-B-C) at their booth.*
*Please note this does not apply to food vendors as food vendors MUST have a fire extinguisher at their booth!

Additional Information for FOOD COURT VENDORS:

1. **All FOOD VENDORS of the Newberry Oktoberfest are required to provide a Certificate of Liability Insurance listing the City of Newberry as additional insured. If we do not receive said copy at least one month prior to the event the vendor will be excluded from that year's Oktoberfest event and no refund will be given.**
2. The following are provided to FOOD COURT vendors ONLY:
 - **Electricity will be limited to one 20 amp service with two outlet plug-ins. All outlets are of GFCI type. Any vendors who violate the electrical policy will be excluded from future Oktoberfest events. Please plan accordingly! If you need to use a generator please contact the event organizer to discuss.**
3. ALL FOOD VENDOR TRASH is to be disposed of in the trash dumpster that will be located on McKibben St. between Steven W's/Edward Jones (far corner of the food court): GPS 1100 Main St.
4. Trash roll carts will be in the area for patron use only. Food vendors ARE NOT allowed to move roll carts into their booth area for their booth use.
5. All cardboard trash should be disposed of in the cardboard recycling bin located in the Friend Street Parking lot.
6. **Food Vendors must have a fire extinguisher (minimum requirement: 10 pound A-B-C extinguisher).**
7. **No cooking over open flames under tents!**
8. ***Fryers must be secured and level within cooking space to avoid tipping/spilling. LARGE VAT FRYERS ARE PROHIBITED. Contact the event organizer with any questions.***
9. **Violations of cooking, trash, and fire prevention policies will result in the exclusion from future Oktoberfest events and vendor will be asked to leave- no refunds!**

Newberry Oktoberfest General Vendor Policies

Vendor Etiquette Guidelines

1. Vendors staffing a booth must be at least the age of 18.
2. **ONLY Community Corner vendors will be permitted to sell raffle or fundraising tickets in the event area- please consult <http://www.sos.sc.gov/Raffles> for details about SC Law regarding raffles.**
3. All merchandise must be sold or distributed from the defined booth space. Selling or distributing from outside of the booth space may result in vendors being asked to leave with no refund given. Any vendor who violates this policy will not be allowed to participate in future City of Newberry Events.
4. Since this is a family event, all vendors should please wear modest/tasteful attire.
5. No profanity or excessive consumption of alcohol will be allowed in vendor booth spaces.
6. No consumption of beverages from glass bottles.
7. Vendors will be responsible for trash cleanup around their booth. All cardboard trash should be disposed of in the cardboard recycling located in the Friend Street parking lot.
8. **Only working service animals (certified or in training) are permitted in the booth space and must remain on a leash or harness at all times. NO PETS.**
9. Order sales will be allowed, however any vendor taking orders must have substantial product inventory available for sale from their booth.
10. No vendor shall harass or disturb any other vendor in the festival area. This includes but is not limited to playing loud music at your booth, heckling neighbors, spreading beyond your booth boundaries, etc. Vendors should remain in their respective areas. Vendors found to be harassing or disturbing other vendors or the public will be removed by the police with no refund given.
11. Event staff will be patrolling the event area- look for radios & staff badges, City of Newberry logoed shirts.
12. **All vendor vehicles and trailers must be parked in designated parking lots during event hours (10am-6pm) unless otherwise approved in writing. This includes any motorized vehicle of any kind.**
13. Restocking of vendor spaces will be allowed by hand truck or similar device. No motorized vehicles will be allowed in the event area between 10am and 6pm.

Liabilities and Damages

1. The City of Newberry shall not be liable for any claims, damages, actions, causes of actions, loss of profit, similar or dissimilar collateral consequential damages, whether based on breach of agreement or otherwise existing or hereafter arising out of or in any manner connected with the responsible party's use of city property or services. Any damages to the facilities, furniture, equipment, fixtures, grounds, landscaping or any other City of Newberry property will be the responsibility of the responsible party and will result in additional charges.
2. The City of Newberry does not accept any responsibility for the damage or loss of any merchandise, or article left in the event area prior to, during or following the event. Items found in event areas may be recovered at the Fire Safety Command Post or in the Parks, Recreation, and Tourism Office.

Questions

Please direct all questions to the City of Newberry Parks, Recreation, and Tourism Department at 803-321-1015.