

Newberry Oktoberfest: German Festival Saturday, October 1, 2022 –10:00AM-6:00PM

## Food Court Vendor Booth Information & Application

- **SUBMISSION OF THIS APPLICATION DOES NOT GUARANTEE A SPACE.**

### QUALIFICATIONS:

- Food Vendors must sell at least one German inspired dish among their menu items to be considered for a booth space at Oktoberfest. At least 1 picture or website address where your booth set up can be viewed are REQUIRED to be included with this application for review. Any photos submitted will not be returned.
- **APPLICANTS MUST SUBMIT MENU WITH APPLICATION FOR REVIEW. If the menu does not include the required German inspired dish it will not be considered.**
- Vendors should provide an adequate description of their product.
- The event reserves the right to reject applications that do not meet the standard as judged by our committee. This would be for food that is considered of poor quality, does not meet the basic qualification of having 1 German-inspired dish, or our goal to provide a quality experience for the vendor and patrons. Rejected applications will be returned with payment. The event reserves the right to limit the number of vendors for each category of merchandise.

### BOOTH SPACES:

- **Only 17 food vendor spaces are available on a first come first-served basis after review.**
- Food Court Booth Space fee is \$125.
- **Booth Spaces are 10x20 foot spaces. VENDORS MAY NOT EXCEED THESE BOUNDARIES however exceptions may be made for food trucks depending on space available- contact event organizer for details. Boundaries will be marked for your convenience.**
- Food Court Vendor Spaces are located on the streets surrounding Community Hall (Main, Caldwell, Boyce and McKibben).
- **All vendors should supply their own booth TENT, TABLES, and CHAIRS.**
- **Vendors are encouraged to bring their own tents. Vendors must bring at least 40lbs of weight to keep tent in place should there be winds.**

*\* If frying, fryers must be secured and level, within the cooking space provided, to avoid tipping/spilling.*

*LARGE VAT FRYERS ARE PROHIBITED.*

### Electricity

**Each vendor will be limited to one 20 amp service with two outlet plug-ins. All outlets are of GFCI type. Please notify us if you plan to use a generator. Any vendors who violate the electrical policy will be excluded from future City of Newberry events.**

Early application deadline is June 30, 2022 at 5 pm. Applications accepted until spaces are filled.

**Applicants will be notified of application status within the month that the application is received.**

**NO APPLICATION WILL BE ACCEPTED WITHOUT THE COMPLETED FORM, EXAMPLES, & FEE.**

Approved vendors will be mailed a welcome packet including a map with their booth location, parking pass, and vendor guidelines one month prior to the event.

**Set-Up: 7:00am-9:30am**

**\*Break Down: 6:00pm-7:00pm**

**\*Vendors are asked to remain open until the official breakdown period or be subject to application rejection for future Oktoberfest events.**

**RESCHEDULE DATE:** If an act of God forces the rescheduling of Oktoberfest, all approved vendors are expected to attend the **reschedule Oktoberfest Event date of October 15, 2022**, from 10 am to 6 pm and NO refunds or credits will be issued to vendors.

**●NO Refunds Given to approved vendors After Early Application Deadline- June 30, 2022, @ 5 pm●**

**●Checks will be returned if vendor approval is not granted●**

**NOTICE:** City of Newberry Parks, Recreation, and Tourism reserves the right to ACCEPT or REJECT any application. We also reserve the right to remove any vendor that does not follow the vendor policies established for this event (see additional document). City of Newberry, Parks, Recreation, & Tourism: (803) 321-1015

**Please keep this page for your records.**

# City of Newberry Events: General Food Vendor Information and Event Policies

**THE FOLLOWING RULES, REGULATIONS, TAX AND LICENSE INFORMATION  
APPLIES TO ALL FOOD VENDING AT CITY OF NEWBERRY EVENTS**

## **RULES AND REGULATIONS**

- No cooking with open flames under tents! Outdoor grilling must conform to local fire codes.
- All Food Vendors must have a fire extinguisher (minimum requirement: 10-pound A-B-C extinguisher).
- All Food Vendors are required to comply with SC DHEC Regulation 61-25, Retail Food Establishments. \*
- All meats must possess USDA or state DA inspection certification.
- All Food Vendors are required to obtain and submit a copy of your certificate of liability insurance which must name the City of Newberry as an additional insured and as the certificate holder. In addition, the copy must indicate that coverage is for the specific event and coverage must be in effect for the dates of the event.\*\*
- **Violations of Rules and Regulations may result in exclusion from future City of Newberry events and vendor may be asked to leave the event- no refunds!**

**TAXES & LICENSE:** Vendors are responsible for collecting and reporting SC sales tax as required by law. Vendors are also required to hold an SC State Business License. Although you do not have to present a copy to the event organizer, Please be sure to have a copy of your license with you at the event should a SCDOR representative be present.

\* You may access a copy of the SCDHEC guidelines for food service at special events at the following web link, or by visiting your local SCDHEC office for a hard copy of the information. Go to [www.scdhec.gov/food](http://www.scdhec.gov/food) and click on Regulation 61-25. Be sure to take a look at Chapter 9 (specifically 9-9) for event-specific information. Also, take a look through their fact sheets listed on [www.scdhec.gov/food](http://www.scdhec.gov/food) for great food safety information.

**\*\* Your insurance provider MUST send this information to us on your behalf. WE CAN NOT ACCEPT YOUR COI FROM YOU DIRECTLY. Please have your insurance provider fax the City of Newberry at 803-321-3891 or email them at [bcarey@cityofnewberry.com](mailto:bcarey@cityofnewberry.com), or send by mail to City of Newberry Oktoberfest, PO BOX 538, Newberry, SC 29108 NO LATER THAN ONE MONTH PRIOR TO THE EVENT.**

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City of Newberry, Parks, Recreation, and Tourism: (803) 321-1015

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**Food Court Vendor Booth Information & Application**

**Early Application Deadline is June 30, 2022, @ 5 pm.** Applications accepted until spaces are filled. Committee review for booth spaces will take place monthly. **SUBMISSION OF THIS APPLICATION DOES NOT GUARANTEE A SPACE.** Applicants will be notified of application status within the month that the application is received.

➔ Business/Booth Name: \_\_\_\_\_

➔ Contact Name: \_\_\_\_\_

➔ Mailing Address: \_\_\_\_\_ PO Box: \_\_\_\_\_

➔ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

➔ Telephone: (H) \_\_\_\_\_ (W) \_\_\_\_\_ (M) \_\_\_\_\_

➔ Primary Email: \_\_\_\_\_

➔ Website: \_\_\_\_\_

➔ Required German Dish: \_\_\_\_\_

➔ **(Please don't forget to attach an example of your FULL menu & an image of your set up)**

- CHECK IF YES:**     Fryer     Generator     Food truck
- I have read and understand to follow the SCDHEC Guidelines
- Copy of Certificate of Liability Insurance will be sent no less than 1 month prior to the event by my insurance provider.**
- ➔  I have attached my full menu and an image of my set up.

<b>\$125 Food Vendor Booth Space</b>				FOR OFFICE USE ONLY:	
<b>PAYMENT VIA (select one):</b>				DATE RECEIVED:	APPROVED: _____
<input type="radio"/> CASH	<input type="radio"/> CHECK	<input type="radio"/> CARD (SEE BELOW)		_____	DENIED: _____
<b>\$ FEE AMOUNT ENCLOSED</b>				DATE NOTIFIED:	CARD RUN: _____
CARD NUMBER	_____			_____	CHECK #: _____
CCV NUMBER	_____	EXP. DATE	_____	COI RECEIVED:	CASH: _____
Application fees must be paid in full at time of application. Application without fee will not be accepted.				_____	_____

The undersigned understands that if an act of God forces the rescheduling of Oktoberfest, all approved vendors are expected to attend the **reschedule Oktoberfest Event date of October 15, 2022**, from 10 am to 6 pm, and that NO refunds or credits will be issued to vendors.

General Release

The undersigned does hereby release, acquit and forever discharge the City of Newberry, its agents, its representatives, its employees, or contracted staff, of and from all manner of actions, suits, damages, claims, or demands whatsoever in law or equity from any loss or damage of any nature of description, known or unknown, in any way relating to the undersigned participation in the Newberry Oktoberfest event. I acknowledge that I have read all event policies and agree to adhere to them.

➔ **Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

➔ **Please print name clearly** \_\_\_\_\_  
**City of Newberry Parks, Recreation, and Tourism: (803) 321-1015**  
**Please mail application and payment made payable to:**  
**City of Newberry- Oktoberfest, P.O. Box 538, Newberry, SC 29108**

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**COVID-19 VENDOR RISK ACKNOWLEDGEMENT**

The vendor acknowledges that exposure to COVID-19 is an inherent risk in any public location where people are present; the Newberry Oktoberfest cannot guarantee you will not be exposed during your visit. The CDC advises that older adults and people of any age who have serious underlying medical conditions may be at higher risk for severe illness from COVID-19. Vendors and attendees should evaluate their own risk in determining whether to attend. People who show no symptoms can still spread COVID-19 if they are infected; any interaction with the general public poses an elevated risk of being exposed to COVID-19. By vending at or attending the Newberry Oktoberfest, you acknowledge and agree that you assume these inherent risks associated with attendance, and agree to hold the Newberry Oktoberfest, the City of Newberry, and its sponsors, agents, staff, and volunteers harmless. Further, should you decide not to vend or be unable to vend due to illness at the Newberry Oktoberfest, no refunds for vendor space will be provided.

**COVID-19 VENDOR RISK ACKNOWLEDGEMENT**

Vendor Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Vendor Printed Name: \_\_\_\_\_