

**2016 COLUMBIA INTERNATIONAL FESTIVAL**  
**INFORMATION for FOOD VENDORS**

**Columbia International Festival Food Court Booths** must represent a nation or region (as opposed to a particular local restaurant).

1. No booth fee is charged for your first booth.
2. A \$150 deposit must accompany your application.  
The deposit is only refundable if you honor your commitment to participate fully in the festival as a food vendor. The deposit is forfeited and not refundable for no-show vendors.
3. Only **food** may be sold at food booths. **All beverages** (except non-alcoholic drinks unique to a specific foreign country), such as soft drinks, coffee, tea, etc., are to be served **only** by Festival's designated vendors.

**Department of Health and Environmental Control (DHEC) Requirement**

- Food vendors must abide by all DHEC regulations.
- ALL food vendors MUST send a representative to a DHEC-sponsored meeting held approximately two weeks before the festival (details to be announced).
- Failure to participate in this meeting will result in a cancellation of your application without refund. Written permission to miss the meeting from CIF is the only exception that will be accepted.

**Coupons**

- Festival guests will use 50-cent coupons to buy food. For example, three coupons will buy a food item you are selling for \$1.50 (includes tax).
- Receiving cash for food at your booth is prohibited and cause for expulsion and your deposit being forfeited.

**Coupon Redemption Times**

- Sunday after 6:00 pm
- The week after the festival at the International Friendship Ministries (IFM) office - 610 Pickens Street on weekdays, by appointment ONLY. NO EXCEPTIONS will be made to this schedule.

**Deposit**

The \$150 deposit submitted with the application will be returned to you on Sunday evening when you submit the food coupons for redemption. No-shows, those who leave early, vendors closed by DHEC officials due to Health Department violations, and vendors expelled by CIF, will forfeit their deposit.

**Food Vendor Charges**

- Non-profit food vendors will be charged 20% of the total sales if IRS 501(c)(3) letter provided by deadline.
- For-profit vendors will be charged 25%.

**Food Preparation**

No refrigeration equipment will be available at the Festival premises. Ice may be purchased from the festival for \$5.00.

- The law prohibits cooking inside the building.  
Electric skillets are permitted at the booth, but only to keep food warm – not to cook it!  
Other legal ways to keep food warm inside include heat lamps, Sterno, electric warming trays and crock pots.
- Please indicate on the application if you need to reserve/rent space under a cooking tent. You may also provide your own cooking tent. Your tent must meet special fire code regulations.
- For more information, you may contact the Office of State Fire Marshal at 803-896-9800.

**Plan Ahead!**

- No Exceptions
- No Refunds

**2016 COLUMBIA INTERNATIONAL FESTIVAL Application for FOOD VENDORS**




COUNTRY \_\_\_\_\_

The deadline for applications is **March 25, 2016**. All applications are subject to acceptance by the Festival Office. You will be informed about your acceptance at within a week of receipt of your application. Space assignments are made at the discretion of the festival staff.

Festival Registration Fees: Check all that apply and write the amount in the rightmost column.

Check all that apply	Food Booth	Amount	For office use only
<input type="checkbox"/>	Food Vendor (\$150 deposit) I will be responsible for setting up and staffing a booth selling cuisine representing the nation/culture of _____	\$	<input type="checkbox"/> Deposit
<input type="checkbox"/>	Rental for space under the cooking tent (\$100 additional per 3x3 space). Size of space needed _____	\$	<input type="checkbox"/> IRS 501(c)(3)
<input type="checkbox"/>	<b>DEPOSIT AMOUNT ENCLOSED</b>	<b>\$150</b>	<input type="checkbox"/> Tent space
			<input type="checkbox"/> W-9
			<input type="checkbox"/> Parking pass
			<input type="checkbox"/> Crew list

**Check all that apply:**

- I represent a non-profit organization and understand that 20% of my sales will go to the Festival, I have provided IRS 501(c)(3).
  - I represent a for-profit organization and understand that 25% of my sales will go to the Festival, I have not provided IRS 501(c)(3)
  - I will send a representative to the required DHEC meeting approximately one week before the festival unless one of the following is checked:  We attended last year.  See attached exemption request
  - I will need a special outlet at my booth (no extra charge if requested before the deadline). (Standard 120 VAC provided) attach photo or show outlet needed. Example:  
  - I will provide my own menu signs with prices in coupons. 
  - Please print menu signs for me using the attached price list. (Attach a list with prices.)
- Did you attend the festival last year?  I was a food vendor.  I was a visitor.  I did not attend.

**Rental Item Fees** will be collected during food coupon redemption.

Each booth rental includes 1 skirted table and 2 chairs without charge. Additional tables, chairs and table skirts are available for rent. Enter the additional item quantities desired, item totals, and subtotal.

Rental Items	Per Unit Rental Fee	Quantity	Amount
Skirted table with cover	\$25	· =	\$
Table with no skirt	\$15	· =	\$
Chairs	\$5	· =	\$
<b>Rental Items TOTAL</b>			<b>\$</b> <span style="border: 1px solid black; display: inline-block; width: 50px; height: 15px; vertical-align: middle;"></span>

How many people will work at your booth during the festival (maximum 10) ? \_\_\_\_\_

**Submit the following:** Completed W-9, Completed Application, menu items with prices (if requested), a Crew List and a check for the \$150 deposit. *Do not include the fees for either an extra booth or for rental items. These will be deducted from your food ticket redemption earnings.* Make checks payable to **Columbia International Festival**. Fees are non-refundable unless your application is rejected.

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**AGREEMENT:**

I, the undersigned, wish to participate in the Columbia International Festival: I have read and agree to abide by the festival rules. I understand that accepting cash at my booth is cause for ejection from the festival without refund/ payment. As the representative of the group/organization named on this form, I also acknowledge responsibility for any loss or damage to people or property caused by anyone we enlist to help us during the festival, and further release the Columbia International Festival Committee, its agents and festival staff/volunteers, and the SC State Fairgrounds and its employees from any claims concerning my organization or volunteers resulting from events at the festival. I am responsible for listing all workers related to my group (including children ages six and up) on the crew list and making sure all participants are informed of and understand the festival regulations.

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

Name in Print: \_\_\_\_\_

Address: \_\_\_\_\_ City/State/Zip: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell: \_\_\_\_\_ Work Phone: \_\_\_\_\_

E-mail (required): \_\_\_\_\_ Fax: \_\_\_\_\_