# 2017 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.
- 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).
- <u>Failure to participate</u> in this meeting <u>will result in a cancellation</u> 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 \$1.00 coupons to buy food. For example, three coupons will buy a food item you are selling for \$3.00 (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.

  Floatric skillets are permitted at the booth but
  - 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 Fire Marshall at 733-8350.

#### Plan Ahead!

No Exceptions No Refunds

## 2017 COLUMBIA INTERNATIONAL FESTIVAL Application for FOOD VENDORS

		COUNTRY:				
	applications is <b>March 17, 201</b> stance at within a week of recei					
		1 2 1		,		
Check all	tion Fees: Check all that apply	column.		For office use only		
that apply		Food Booth			Amount	Tor office use only
	Food Vendor (\$150 deposit)				5	Deposit
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	representing the nation/cul	lture of			Tent space W-9	
	Rental for space under the co	oking tent (\$100 addition	ace).	2	Parking pass	
Rental for space under the cooking tent (\$100 additional) Size of space needed				acc).	V	Crew list
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-		-	-			ve provided my IRS 501(c)(3).
☐ I represent a	for-profit organization and und	derstand that 25% of my	sales will go t	to the Fe	stival or have	not provided my IRS 501(c)(3)
☐ I will send s					stival unless o	one of the following is checked:
	We attended last year.	☐ See attache			(G. 1.110)	
☐ I will need a show outlet			before the de	<u>eadline</u> ).	(Standard 120	) VAC,provided) attach photo or
show outlet	needed. Exam	ipie.	•			
☐ I will provid	le my own menu signs with price	ces in coupons.				
	menu signs for me using the at		a list with pri	ces.)		
_	_	=	⊐ I was a visi		☐ I did not at	ttend.
Rental Item Fee	s will be collected during food	coupon redemption.				
			dditional table	es, chairs	and table ski	irts are available for rent. Enter
the <u>additional</u> ite	m quantities desired, item total	s, and subtotal.				
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	Rental Items Skirted table with cover	Per Unit Rental Fee \$25	Quantity		Amount \$	-
	Table with no skirt	\$15	×	=	\$	-
	Chairs	\$13 \$5	×	=	\$	-
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ном шапу реор	ie wiii work at your bootii durii	ig the restival (maximum	10):	_		
Submit the follo	owing: Completed W-9, Compl	eted Application, menu it	tems with pric	ces (if red	quested), a Cr	rew List and a check for the \$150
	nclude the fees for either an ex					
_	checks payable to <i>Columbia In</i>					
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AGREEMENT	:					
						by the festival rules. I understand
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						or property caused by anyone we
	Fairgrounds and its employees					gents and festival staff/volunteers
						the crew list and making sure all
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## Request for Taxpayer Identification Number and Certification

Give Form to the requester. Do not send to the IRS.

	1 N	Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.				·						
ge 2.	2 Business name/disregarded entity name, if different from above											
Print or type Specific Instructions on page	3 Check appropriate box for federal tax classification; check only one of the following seven boxes:  ☐ Individual/sole proprietor or ☐ C Corporation ☐ S Corporation ☐ Partnership ☐ Trust/estate single-member LLC ☐ Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ▶							4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):  Exempt payee code (if any)				
Print or type Instruction		Note. For a single-member LLC that is disregarded, do not check LLC; check the appropriate box in the line above for the tax classification of the single-member owner.						Exemption from FATCA reporting code (if any)				
≝ ≝	I	Other (see instructions) ▶						(Applies to accounts maintained outside the U.S.)				
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See Sp	6 C	City, state, and ZIP code										
	7 L	ist account number(s) here (optional)										
Pai	tΙ	Taxpayer Identification Number (TIN)										
Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see <i>How to get a TIN</i> on page 3.  Note. If the account is in more than one name, see the instructions for line 1 and the chart on page 4 for guidelines on whose number to enter.				a or								
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Par		Certification										
Unde	r pen	nalties of perjury, I certify that:										
1. Th	e nui	mber shown on this form is my correct taxpayer identification number (or I am waiting for	a numb	er to be is	ssued to	me); a	nd					
Se	rvice	ot subject to backup withholding because: (a) I am exempt from backup withholding, or (b) (IRS) that I am subject to backup withholding as a result of a failure to report all interest oper subject to backup withholding; and										
3. I a	m a l	U.S. citizen or other U.S. person (defined below); and										
4. The	e FAT	TCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting	g is corr	ect.								
Certino because interest generation	ficati use y st pa ally,	ion instructions. You must cross out item 2 above if you have been notified by the IRS the rou have failed to report all interest and dividends on your tax return. For real estate transpard, acquisition or abandonment of secured property, cancellation of debt, contributions to payments other than interest and dividends, you are not required to sign the certification, as on page 3.	at you a actions, o an indi	re curren item 2 do vidual ret	es not a irement	pply. F arrang	or mo	ortgag t (IRA)	e , and			
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## **General Instructions**

U.S. person ▶

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. Information about developments affecting Form W-9 (such as legislation enacted after we release it) is at <a href="https://www.irs.gov/fw9">www.irs.gov/fw9</a>.

### Purpose of Form

Here

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following:

- Form 1099-INT (interest earned or paid)
- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- · Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)

- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding? on page 2.

By signing the filled-out form, you:

Date ▶

- Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
  - 2. Certify that you are not subject to backup withholding, or
- 3. Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income, and
- 4. Certify that FATCA code(s) entered on this form (if any) indicating that you are exempt from the FATCA reporting, is correct. See What is FATCA reporting? on page 2 for further information.