



Springs Farm Sunflower Festival

Welcome to Springs Farm first ever Sunflower Festival! We are excited to kick off this year with this exciting event that we believe our community is going to love. We are excited that you'd like to be a part of this event and hope that this will be a rewarding experience for you! Thank you for your willingness to join us.

Dates and Times: Saturday, September 14, 2019 10:00 am - 6:00 pm (set up from 8:00-9:45)
Sunday, September 15, 2019 1:00 pm - 6:00 pm (set up from 11:00 - 12:45)

Location: 835 Springfield Parkway, Fort Mill, SC 29715

Contact Info: Sunflower Festival Vendor Coordinator

Jene Therrell

jenetherrell@springsfarm.com

Vendor Festival Costs: Prices are as follows below

Arts/Crafts/Service	\$75.00	10X10 Space
Non-profit	\$25.00	10X10 Space
Food/Concession	\$125.00	10X10 Space

Vendor placement will be considered after the application process has closed. Please do NOT send vendor fee until you have been approved. Approval will be sent by email only.

*** Any food item meant for immediate consumption is considered a food/concession vendor. Festival food and desserts are encouraged. ***

Dates and Deadlines:

1. Application deadline is **Friday, June 28th** (DO NOT SEND MONEY). Please send your application, menu (for food only), and picture of set-up/unit.
2. Vendors will be contacted upon approval by email no later than Wednesday, July 10th.
3. After approval, vendors should send their COI (food vendors) and their vendor fee to Springs Farm, by mail (cash or check only). Mailing address:

Springs Farm
Attn: Jene Therrell/Sunflower Festival
P.O. Box 1016
Fort Mill, SC 29716

Vendor Guidelines:

(a) Submission of application does not guarantee participation. Approved vendors will be contacted by email. Once approved, vendors must send their vendor fee no later than Wednesday, July 24th.

(b) Payment must be received or postmarked by July 24th. If payment is not received or postmarked by July 24th, your application is subject to be declined. Payment may be made by check or money order and sent to the address below. Please note the following:

1. Checks must be written to SPRINGS FARM
2. Checks must include driver's license (or ID) number and state of issuance and a valid phone number. Checks written from a company need to include the tax ID number and a valid telephone number.

(c) No on-day vendor acceptance.

(d) Booth sharing is not allowed.

(e) Business may only be conducted inside or directly in front of your space.

(f) Vendors are responsible for handling their own currency, as well as, collecting and reporting South Carolina sales tax.

(g) Vendors are responsible for their tents, tables, and chairs. All tents must be a solid color TRUE 10X10 ft tent. Tent legs must be straight and tents are REQUIRED to be tied down.

(h) Tents will be located on the grass and must be secured to the ground.

(i) Vendors using generators must provide a quiet generator capable of running up to 10 hours without refueling. Loud generators will not be allowed.

(j) Vendors are required to participate in both days of the festival, Saturday and Sunday.

Arrival on Saturday:

1. Check in on Saturday between 8:00 am and 9:00 am to receive your placement.
2. Off load: drop off items and move all cards to designated parking spaces.
3. Park Car
4. Unpack and set up, be ready to sell by 9:45 am.
5. You may leave all of your tent items on site for Sunday as long as they are secured.

Arrival on Sunday:

1. No need to check in, head straight to your tent and begin setting up. Vendors are allowed on site starting at 11:00 am.
2. Be set up and ready to sell by 12:45 pm.

Parking:

Vendor parking will be located on the opposite side of our sunflower field. We will provide you with a visual map after vendors are approved. Our staff will be on-site to guide and direct you as well.

Questions:

Have more questions? Feel free to reach out to us! You may contact us by email at jenetherrell@springsfarm.com

Sunflower Festival Vendor Application

Application Deadline: Friday, June 28, 2019

Applicant Information	
Booth Name:	
Contact Name:	
Street Address:	
City/State/Zip:	
Phone:	
Email Address:	
Tax Exemption ID: (for non-profits)	
SC Retail License #: (for profits)	
Website (if applicable):	

Space Rental Information				
Vendor Type	Fee Includes	Fee/Space	# Spaces	Total
Arts/Craft/Service	10X10 space	\$75.00		
Non-profit	10X10 space	\$25.00		
Food/Concessions	10X10 space	\$125.00		

Product List
Please provide a list of products/items that will be sold at your booth.
Items to be sold:
Booths with sunflower items will be considered first.

Vendor Requirements
Please read below
Vendors must read, understand, and adhere to guidelines listed on separate pages accompanying this application. Submission of application does not guarantee participation.
Acknowledgement
I understand that Springs Farm reserves the right to reject any application. I also understand that I am responsible for reading and adhering to the vendor rules and regulations as established by the festival organizers as well as my applicable local, state, federal law and regulations. I further understand that there will be no refunds in the event of rain. By signing this below, I agree to consider this application a commitment to abide by rules and regulations set forth by Springs Farm. I understand that only items included in the application and approved by Springs Farm may be sold during the Sunflower Festival. I also consent to Springs Farm utilizing my photograph for promotional materials, including print, broadcast, and online media.

I have read and will adhere to the Springs Farm Sunflower Festival Vender Registration Guidelines.

Signature	Date

Scan and Email applications to:

Jene Therrell

jenetherrell@springsfarm.com

Mail Applications to:

Springs Farm

Attn: Jene Therrell/Sunflower Festival

P.O. Box 1016

Fort Mill, SC 29716



Vendor Application due on June 28, 2019.

Vendor Approval will be sent by email only no later than July 10, 2019.