



## Gopher Hill Festival Arts, Crafts and Exhibits Applications

*The Gopher Hill Festival is currently accepting applications for participation in this year's festival. Please complete and return this application with your payment by August 26<sup>th</sup> . Applications received after this date will be considered if space remains available. Please carefully read the enclosed Policies and Procedures before signing the application. Keep the Policies and Procedures for your records and information.*

**BUSINESS NAME/ORGANIZATION:** \_\_\_\_\_

**Contact:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Email:** \_\_\_\_\_

**Telephone:** Business \_\_\_\_\_ Cell/Home \_\_\_\_\_ Fax \_\_\_\_\_

Please select one: \_\_\_\_\_ Handmade Arts and Crafts -----\$ 80.00 Space Fee\*

\_\_\_\_\_ Community/Non Profit Exhibit -----\$ 30.00 Space Fee\*

**Please select one:** \_\_\_\_ New Applicant \_\_\_\_ Previous Applicant: # Years attending \_\_\_\_\_

**Please select one:** \_\_\_\_ Fine Art \_\_\_\_ Hand Crafts \_\_\_\_ Wearable Art

\_\_\_\_ General Info \_\_\_\_ Sales \_\_\_\_ Other \_\_\_\_\_

**Sales Items:** Please list the types of items which you plan to sell or display

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Type of Unit:  Tent  Trailer  Open Display  Pushcart  Other

Length (Unit frontage) \_\_\_\_\_ Depth (front to back) \_\_\_\_\_

Standard spaces are 15 feet in frontage by 12 feet deep. If you require more space, you must request an additional space (WHERE AVAILABLE). Your **unit, including awnings and towing apparatus, must fit into your** designated space. Space is limited and there will be no room for flexibility once spaces are assigned.

Circle Total Number of Spaces Requested: 1 2 3 Other \_\_\_\_\_

Special Request: \_\_\_\_\_

Electrical Service:  YES  110V #AMPS \_\_\_\_\_  NO  
 220V #AMPS \_\_\_\_\_

Electrical Service cannot be guaranteed. Approved service will be indicated on vendor confirmation.

Water Service:  Yes  No

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**AGREEMENT**

*I, the undersigned, wish to participate in the Gopher Hill Festival and have read and understand the Policies and Procedures attached and the policies on this application. I agree to abide by these policies and those that will accompany the confirmation if accepted for participation. I understand that no refunds will be made for inclement weather.*

*I, the undersigned, agree to be responsible for any loss or damage to property or personal injury during the Gopher Hill Festival and further release festival management, the Gopher Hill Festival Committee, the Town of Ridgeland and Jasper County, SC from any claims resulting there from.*

**BUSINESS NAME/ORGANIZATION:** \_\_\_\_\_

**Authorized Signature:** \_\_\_\_\_ **Date** \_\_\_\_\_

**Complete, sign and return this application, photos and fees to:**

**Gopher Hill Festival Society, PO Box 1776, Ridgeland, SC 29936**

**TOTAL AMOUNT ENCLOSED: \$** \_\_\_\_\_

<p><b>*Space fees are refundable <u>only</u> if applicant is not accepted to participate. There is no rain date. FOR OFFICE USE ONLY</b></p>	<p>DATE REC'VD</p>	<p>AMOUNT PAID</p>	<p>CK / M.O. #</p>	<p>I.D. _____</p>
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# **Gopher Hill Festival POLICIES AND PROCEDURES FOR YOUR RECORDS**

**PLEASE READ THESE POLICIES AND PROCEDURES VERY CAREFULLY. ALL  
POLICIES AND PROCEDURES WILL BE ENFORCED.**

## **FOR THE SAFETY OF ALL CONCERNED**

In addition to Gopher Hill Festival Procedures and Policies, all vendors are required to comply with all State, County, and local codes and regulations. All food vendors will be subject to inspection by the S.C. Department of Health and Environmental Control and to the Ridgeland Fire Marshal.

### **1. APPLICATION PROCESS**

- a. **Completion Process** - Application must be completed, signed, and returned by the deadline indicated and must include all non-refundable fees (unless applicant is not accepted for participation).
- b. **Confirmation of Acceptance** - If accepted for participation, you will receive a confirmation phone call with information regarding check-in time, a space number, and other applicable information.
- c. **Notification of Rejection** - If application is not accepted for participation, a notice explaining the reason for rejection and a refund check will be mailed to applicant promptly.
- d. **Photo** - All applicants are encouraged to provide a photo of their unit with their application. Photos will NOT be returned.

### **2. ON-SITE SALES & UNIT GUIDELINES**

- a. **Arrival and Departure** - Arrival and Departure procedures will be explained in the confirmation phone call. All vehicles, trailers, or other large objects must be removed from the festival grounds one hour prior to the festival opening. **Only approved Town and Gopher Hill vehicles will be permitted to remain on festival site. ANY PARTICIPANT WHO FAILS TO ARRIVE AT THEIR DESIGNATED TIME WILL BE CONSIDERED A "NO-SHOW" AND THE SPACE MAY BE RE-ASSIGNED.**
- b. **Space Assignment** - Participants are assigned a space with a corresponding identification (ID) number. Participant cannot sublet, assign, or donate their space in whole or part without permission of festival management.

- c. **Unit operation and sales** - Unit must be operational during official festival hours. Any vendor who leaves the festival early will be subject to additional fee's. **Participant will be permitted to sell or give-away approved items only.**
- d. **Unit Size** - Participants will be provided with a space approximately 12' x 12' the exception of food vendors, approx. 15'x 12'). Most units are located on an asphalt surface. Your operation and signage must be contained within the designated space. You must indicate your unit size on your application. Units should be designed for outdoor use and capable of withstanding the elements.
- e. **Signage** - Participants are responsible for signage. Signage must be contained within assigned space.
- f. **Cleanup** - Each participant must cleanup his/her assigned area during the day with a final clean up at the end of the day. Trash receptacles will be on site.
- g. **Taxes** - Participant is responsible for SC sales tax, if applicable. It is the participant's responsibility to file the necessary forms with the SC Tax Commission. For tax information, call toll free 1-877-777-4778.
- h. **Safety** - All participants must comply with all fire and safety guidelines explained in the confirmation material.
- i. **Food Sales** - The sale of food or beverage products is strictly prohibited by arts, crafts, and exhibiting participants.
- j. **Product/service exclusivity** - We will try to grant exclusivity of products, business or services.
- k. **Restricted Sales/Give-Away Items** - The sale of the following items is strictly prohibited: any type of gopher hill t-shirts, glow products, silly string(or similar products), offensive or hazardous novelty items, any type of weapon, any item deemed inappropriate by the Gopher Hill Festival Committee, and alcoholic beverages.

### **3. FESTIVAL SERVICES**

- a. **Security** - Overnight Security is provided on the festival site. However, festival management cannot be responsible for lost merchandise or material due to theft or vandalism.

### **4. GENERAL INFORMATION**

- a. **Liability** - Neither the Gopher Hill Festival Society, the Town of Ridgeland, Jasper County, nor any of their representatives, employees, agents, patrons, guests, or sponsors shall be liable for any loss or damage to the property of any participant due to fire, robbery, accident, or other cause that may arise from participant's use or occupancy of the participant's assigned space during the festival.
- b. **Refunds** - No participant refunds will be made due to inclement weather. Space fees are refundable only if applicant is not accepted to participate.
- c. **Removal** - Festival Chairman reserves the right to close down and remove any participant that is not adhering to festival policies and procedures, deemed obnoxious or performing activities not in keeping with festival tradition.  
THIS INCLUDES SELLING OR GIVING AWAY ITEMS THAT HAVE NOT BEEN APPROVED BY THE GOPHER HILL FESTIVAL COMMITTEE TO SELL OR GIVE AWAY.

## **GUIDELINES FOR FOOD & AMUSEMENTS ONLY**

In addition to the policies and procedures outlined in Sections 1 through 4 above, the following policies and procedures apply to food and amusement participants. The Ridgeland Fire Marshal and representative from DHEC will inspect all food vendors.

### **5. GENERAL INFORMATION**

- a. **Photo of Sales Unit** - All applicants are encouraged to submit a photo of their current sales unit with the enclosed application. Photos will not be returned.
- b. **Cleanup** - Participant must provide appropriate grease storage containers and must NOT dispose of grease anywhere on the festival site, this includes inside of portable toilets. Violating vendors will be fined an additional cleaning charge after closing inspection.
- c. **Service and Preparation** - Participant must comply with all DHEC sanitation and fire safety guidelines. Bottles and glass containers are not permitted and participant is strongly encouraged to use recyclable materials. All participants utilizing cooking equipment are required to have a fire extinguisher readily available.
- d. **Ice** is not provided or for sale on the festival site.
- e. **Water** service will be available at limited locations. You will need to bring your own hoses.
- f. **Beverages** - Food vendors are prohibited to sell any type of alcoholic beverage.
- g. **Pets** – Pets are not allowed on festival grounds. If you are traveling with your pets they must stay boarded and kenneled. Dogs on leashes are not permitted.
- h. **Amusement Insurance Coverage** – *IF APPLICANT IS ACCEPTED*, proof of insurance coverage must be submitted in the form of a Certificate of Insurance or letter of insurability on insurance company letterhead. Applicant must also list the Gopher Hill Festival Society as ADDITIONAL INSURED on their insurance policy. Applicant must provide proof of the following coverage: \$1,000,000 personal injury and general comprehensive liability with minimum limits of \$1,000,000 combined single limit coverage for both bodily injury and property damage; General comprehensive liability to specifically include Products and Completed Operations Hazard coverage and Contractual Liability.

**APPLICATIONS WILL NOT BE PROCESSED WITHOUT ALL REQUESTED INFORMATION, PHOTOS (if applicable), AND APPROPRIATE FEES. THE GOPHER HILL FESTIVAL SOCIETY RETAINS THE RIGHT TO DENY PARTICIPATION OF ANY VENDOR WHOSE SALES ITEMS DO NOT COMPLY WITH FESTIVAL CRITERIA**