



May 1 & 2, 2010

Retail  
Application

Dear Retail Participant:

You are invited to submit an application for the 2010 Spring Fling festival. It is scheduled for the first weekend in May in downtown Spartanburg, South Carolina. Examples of participants who would fall in the "Retail Vendor" category include tupperware, non-handmade clothing items, gift shop items, vitamins, cookware, "Home and Garden," sunglasses, etc.

**About Spring Fling:** Spring Fling is one of the Upstate's largest street festivals. The free event attracts over 75,000 people who come out to enjoy the shopping (last weekend before Mother's Day), taste-tempting food, an exciting Family Fun Zone, entertainment on three festival stages, and many other great special events.

<b>Festival Dates and Times for Retail Exhibitors:</b>	Saturday, May 1	11 am - 7 pm
	Sunday, May 2	1 pm - 7 pm

**Application Deadlines  
and Fees:**

- **Applications are due March 12, 2010.** After this date, applications will still be accepted (if space is available) but the fees will increase.
- **\$15 non-refundable application fee**

If you have questions or need additional information, please don't hesitate to give us a call. We can be reached by telephone at 864-596-3105 (Monday through Friday, 8 AM until 5 PM) or by email at: [tballew@cityofspartanburg.org](mailto:tballew@cityofspartanburg.org) (Tracy Ballew). Thank you for your interest in Spring Fling. We look forward to receiving your application.

#### All Applications Must Include the Following:

- \$15 Non-Refundable Application Fee (payable by check, money order, or credit card)
- Vendor Space Fee (check, money order, or credit card)
- Electricity Requirements (with associated fees)
- Pictures of vendor set up/or items for sale

Checks Made Payable to: **City of Spartanburg**

#### Mail Completed Applications to:

City of Spartanburg  
Spring Fling  
P.O. Box 1749  
Spartanburg, SC 29304

#### Important Dates:

**March 12:** Application due

**April 1:** Deadline for cancellation to receive booth fee refund minus \$50. **No refunds after this date.**

**April 12:** Space assignments, maps, unloading pass mailed.

**May 1-**

**May 2 :** Spring Fling Festival

# SPRING FLING POLICIES AND PROCEDURES

## **Application Deadline and Fee**

To ensure variety and eliminate repetition, Spring Fling reserves the right to limit the number of vendors allowed that provide similar products or services. This will be determined on a first come-first served basis. Although the deadline for applications is March 12, booth space fills up quickly. All Spring Fling Applications must be accompanied by a \$15 non refundable application fee. This should be in a separate check or money order in case the application (and vendor fee) is returned for any reason. **Should vendor not be accepted, all fees (minus the application fee) will be returned promptly.**

## **RAIN OR SHINE EVENT**

Spring Fling is a rain or shine event. No refunds will be made in the event of rain. Exhibitors are responsible for their own booth's rain protection. If inclement weather becomes too severe, the Spring Fling Committee will be responsible for making the final determination on the continuance of the event.

## **TAXES & FEES**

All Exhibitors selling tangible personal property are required to register with the State of South Carolina Department of Revenue for the purpose of reporting and paying sales tax at the rate of 6%. For more information on a temporary festival license please contact the SC Department of Revenue at 864-241-1200. Note: The City of Spartanburg does not require Spring Fling vendors to purchase a Business License (the fee you pay to participate in the festival is in lieu of a Business License.)

## **BOOTH SPACE**

Spring Fling provides space only. All set-up is the responsibility of exhibitors, including tents, tables, chairs, etc. **All tents must be firmly secured with a minimum of 50 lbs. weighted per pole.**

## **VENDOR PARKING**

Spring Fling does not offer reserved concessionaire parking. There is however, parking in the Downtown Spartanburg area around the festival site. **Power hook-ups are not provided** in any parking areas, or for any storage vehicles on or off-site.

## **BREACH OF POLICIES**

Spring Fling may, at its election, terminate the Policies, Procedures and Requirements Agreement between Spring Fling and the vendor at any time upon breach of these policies and the accompanying contract. Upon termination, Spring Fling may choose to retain any booth rental fees paid by the vendor.



**RETAIL EXHIBITOR  
APPLICATION**

**DEADLINE: FRI, MARCH 12, 2010**

Booth Name \_\_\_\_\_ Contact Person \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone # \_\_\_\_\_ email address: \_\_\_\_\_

**Spring Fling Vendor Fees**

**Price Before March 12, 2010**

- 10' x 14' (\$200)
- 15' x 14' (\$300)
- 20' x 14' (\$400)

**Price After March 12, 2010**

- 10' x 14' (\$250)
- 15' x 14' (\$350)
- 20' x 14' (\$450)

**Do You Need Electricity?    \_\_\_ Yes    \_\_\_ No**

110/15 amp plug - **\$25 each**                      \_\_\_\_\_ \$25 each    Total \$ \_\_\_\_\_  
# requested

Describe your booth setup and items you will be promoting and/or selling:

# Electrical Needs Worksheet

Exhibitor Name \_\_\_\_\_

All power for Spring Fling vendors is supplied through generators that the City rents. The quantity and sizes of generators the city rents is completely based on the needs of individual vendors. It is for this reason that you must complete this form **very carefully**. We will only be prepared to handle the power you have indicated on this form. List all electrical equipment you will be using.

Electrical Equipment	Voltage	Watts	Amps

Based on the above information,

I need \_\_\_\_\_ 110/15 amp plug(s) at a cost of **\$25 each** Total \$\_\_\_\_\_

how many?

Please make sure this information is accurate! You will only have the plugs you request.

**Total Entry Fees**

\$ \_\_\_\_\_ Vendor Space Requested

\$ \_\_\_\_\_ Electricity Costs

\$ 15.00 Application Fee (Separate Check or money order)

\$ \_\_\_\_\_ **Total Fees Enclosed**

**Method of Payment**

I have enclosed a Separate Check or Money Order for my application fee

Charge my credit card for my application fee, vendor & electricity fees

Please circle card type: Visa/ Mastercard/ American Express/ Discover

Card # \_\_\_\_\_ Expiration Date \_\_\_\_\_

I authorize the City of Spartanburg to charge \$ \_\_\_\_\_ to the credit card number above.

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

The undersigned agrees that if accepted to participate, they will comply with all policies, procedures and regulations included with this application, and agree to be bound by and comply with all those documents. The undersigned understands that Spring Fling staff and executive volunteers are responsible for making final decisions with regard to the event operations and agrees to abide by their decisions. It is further agreed that the vendor agrees to indemnify and hold harmless Spring Fling, The City of Spartanburg, its officers, directors, representatives, employees and agents for any penalties, fines, costs, expenses, or damages from participating vendor's failure to comply with such law.

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature