



# 2017 Vendor Application

Enclosed in this document are vendor requirements and an application for participation for the 2017 Myrtle Beach Food Truck Festival. Myrtle Beach Downtown Redevelopment Corporation (DRC) will issue acceptance or decline letters based on the information submitted. Applications must be submitted via email or mail and applications that are incomplete will not be considered. In making sure we obtain quality vendors for our festival, we ask that you include a list of festivals you participate in within a calendar year so we make reference contacts.

A limited number of each type of vendor will be accepted to each event to cut down on competing vendors. Vendors will be selected based on several items, including experience, festival references, items and equipment.

Vendors are expected to comply with all rules and regulations of the Myrtle Beach Police Department, Myrtle Beach Fire Department, South Carolina Department of Health and Environmental Control and other governing authorities' rules and regulations that might apply. Vendors are included under a special event permit granted by the City of Myrtle Beach and if serving food or beverages, will have to have a hospitality license account to participate, as well as pay a \$10 participant fee made payable with your vendor payment IF you do not possess a City of Myrtle Beach business license. To set-up a hospitality account, please call or visit the Business Licensing Department at the City of Myrtle Beach at least seven days in ADVANCE of the festival to secure if you don't not have one. Please see page 4 of this packet for instructions.

DHEC inspections will be arranged by DRC for food vendors.

Vendors are responsible for collecting a 7.5% South Carolina sales tax and are responsible for all licenses applicable required by the City of Myrtle Beach and the State of South Carolina.

**When filling out the application, please indicate if you need additional footage or electricity for the event.**

Also, please keep in mind the following:

- There will be no shade/sun protection but you may bring your own tent. However, there is NO staking allowed.
- Vendors must provide tables, chairs, tents, extension cords, hand trucks and any other items required to do business during the event.
- Ice will be available at the event. Cash only.
- Electricity will be confirmed the day of the event by an amp meter and festival organizer. Additional electricity will not be available for purchase at the event.
- Vendors must discard of their own trash during and after the event. Failure to comply will result in exclusion from future events.
- Please keep in mind what is stated when filling out your application, which consists of the following two pages.

**This application is not a guarantee of acceptance, so please do not send any form of payment. Payment will be requested at a later date upon acceptance. This application is not a contract and is no way binding to DRC or event organizers. Your signature below indicates that you have read and understand the information provided and that information you provided is correct. PLEASE NOTE: UPON ACCEPTANCE, DRC WILL ACCEPT CASH, CHECK OR CASHIERS CHECK. CREDIT CARDS WILL NOT BE ACCEPTED.**

# 2017 Vendor Application for Myrtle Beach Food Truck Festival

Vendor Type: (check only one box that applies)

- Food    
  Arts/Crafts or Business    
  Retailer/Business Promoter    
  Non-Profit

Company: \_\_\_\_\_

Contact Name: \_\_\_\_\_

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

Phone: \_\_\_\_\_ Mobile: \_\_\_\_\_

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

City of Myrtle Beach Business License Number: \_\_\_\_\_

City of Myrtle Beach Hospitality Account Number: \_\_\_\_\_

Please **circle** the appropriate fee and fill in amounts below:

\*Electricity is available for an additional charge

Myrtle Beach Food Truck Festival Sat., April 1 (11 a.m.—7 p.m.) Between 8th & 9th Ave. North, MB	PAID MEMBER OF OMA (OCEANFRONT MERCHANTS ASSN)	CITY OF MYRTLE BEACH BUSINESS LICENSE HOLDER	NON-CITY OF MYRTLE BEACH BUSINESS LICENSE HOLDER
Food Truck (10' x20' space)	\$125	\$175	\$250
Food Vendor (10'x10' booth space)	\$100	\$175	\$225
Non-Food Vendor (10'x10' booth space)	\$50	\$100	\$150

Total Festival Cost \$ \_\_\_\_\_

Additional Footage: \$15 per foot x \_\_\_\_\_ feet= \$ \_\_\_\_\_

Electricity (1-110v) \$100=\$ \_\_\_\_\_

Additional 110v at \$40 each = \$ \_\_\_\_\_

(IF YOU DO NOT HAVE CITY OF MYRTLE BEACH BUSINESS LICENSE) \$10 City of Myrtle Beach Participant Fee = \$ \_\_\_\_\_

**TOTAL: \$ \_\_\_\_\_**

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Food Vendors are limited to selling six (6) items per event. Items sold that were not previously listed will result in the vendor being asked to leave. Arts/Crafts and Business Retailer vendors, attach additional paper if more room is need to list your items. Non Profit and Business Promoter exhibitors, list giveaway information or samplings you intend to distribute at the events.

Product/Menu and Price List:

_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____

Festival Participation References: (festival name and location)

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

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

**APPLICATION DUE: March 17, 2017**

Please mail completed applications to:

Palmetto Event Productions  
 c/o MB Seafood Festival  
 7588 Enterprise Road  
 Myrtle Beach, South Carolina 29588  
 or  
 info@palmettoeventproductions.com  
 or  
 Fax to: 877-270-7076





# CITY OF MYRTLE BEACH

## Hospitality Account Application

CITY OF MYRTLE BEACH, P O BOX 2468, MYRTLE BEACH, SC 29578  
PHONE (843) 918-1200 FAX (843) 918-1210

Welcome to the City of Myrtle Beach! This form must be completed and will be used to establish a Hospitality Fee account with the City of Myrtle Beach Finance Department. This form is for businesses that are required to collect hospitality fees, which would include food and beverage vendors, and businesses that charge admissions.

Events that charge an admission fee for attendance are subject to the Myrtle Beach Hospitality Fee, Horry County Hospitality Fee, and the State of South Carolina Admissions Tax. An admission ticket is subject to a total of 7.5% in Admission Tax and Hospitality Fees. The 7.5% is broken down as follows: 1% Myrtle Beach Hospitality Fee, 1.5% Horry County Hospitality Fee, and 5% SC Admissions Tax. You are responsible to collect the Admission Tax and Hospitality Fees and report the amount collected to each governmental agency separately.

Events that have prepared foods and beverages are subject to the Myrtle Beach Hospitality Fee, Horry County Hospitality Fee, and the State of South Carolina Sales Tax. Prepared foods and beverages are subject to a total of 10.5% in Sales Tax and Hospitality Fees. The 10.5% is broken down as follows: 1% Myrtle Beach Hospitality Fee, 1.5% Horry County Hospitality Fee, and 8% SC Sales Tax. You are responsible to collect the Sales Tax and Hospitality Fees and report the amount collected to each governmental agency separately.

Note: South Carolina may provide an exemption from some taxes for certain events. To obtain information on this exemption, you must contact the SC Department of Revenue at (803) 898-5471. If your event is exempt from SC taxes, your event may also be exempt from Myrtle Beach Hospitality Fees. You must provide proof of your South Carolina exemption. If you have any questions, please call the Finance Department at (843) 918-1200.

You are required to remit a \$200 filing fee with this completed application. The filing fee must be paid by cash, cashier's check or money order, credit cards are not accepted. Upon receipt of this application and filing fee, Myrtle Beach will provide you with your Hospitality Fee reporting form. It is your responsibility to obtain reporting forms from the SC Dept. of Revenue (803) 898-5471 and the Horry County Treasurers Office (843) 915-5620. At the end of your event, you are required to file your Myrtle Beach Hospitality Fee report. You should deduct the \$200 filing fee paid and remit any balance remaining. If the filing fee exceeds your Myrtle Beach Hospitality Fee collections, you may be entitled to a refund provided you have properly filed your report to the City of Myrtle Beach. At the end of the event, you should also file the appropriate reporting forms with the SC Department of Revenue and the Horry County Treasurers Office.

Business Name: \_\_\_\_\_

Corporate Name: \_\_\_\_\_

Owner First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

Federal ID: \_\_\_\_\_ Event Dates: \_\_\_\_\_ to \_\_\_\_\_

Name of Event: \_\_\_\_\_

Mailing Address: (Attn) \_\_\_\_\_

(Street) \_\_\_\_\_

(City, State, Zip) \_\_\_\_\_

Contact Name: (First) \_\_\_\_\_ (Last) \_\_\_\_\_

(Attn) \_\_\_\_\_

(Street) \_\_\_\_\_

(City, State, Zip) \_\_\_\_\_

Phone: (with area code)(\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ Fax: (with area code)(\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Do you have a Hospitality Fee account with the City? \_\_\_\_\_ If yes, account # \_\_\_\_\_

Will you be returning to the City for a second event this year? \_\_\_\_\_

Are you exempt from South Carolina Admissions Tax? \_\_\_\_\_

If yes, attach a copy of your exemption certificate with this completed form.