

City of SPARTANBURG

INTERNATIONAL FESTIVAL

Saturday, October 5, 2013



Global Interest Group Application

Dear Global Interest Group Participants:

This year marks the 28th year of the Spartanburg International Festival, held in beautiful Barnet Park in Downtown Spartanburg, SC. The area called "Global Interest Groups" are for those who desire to participate in the festival but aren't representing a specific country (Avenue of Nations) and aren't actually selling goods (International Trade Zone.) Example of groups who have participated in this area in previous years include English Speakers of Other Languages (ESOL), Hispanic Awareness Association, Bahai Faith, Oakbrook Preparatory, etc.



Global Interest Groups must bring their own tent, tables, chairs, and anything else needed to set up an attractive booth for the festival. You are provided the space only.

Attached is an application and additional information about the Global Interest section of the festival. If you are interested in participating in this year's festival, please complete the application and return with your fee. If you have any questions, contact us at tballew@cityofspartanburg.org (Tracy Ballew) or 596-3110.

All Applications Must Include the Following:

- Check or Money Order
- Electricity Requirements

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

Detach and Mail Completed Applications to:

City of Spartanburg
Attn: Tracy Ballew
P.O. Box 1749
Spartanburg, SC 29304

Important Dates:

September 6, 2013:
Application due

September 20:
Space assignments, maps,
unloading pass mailed.

October 5:
International Festival
11 am - 7 pm





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Global Interest Group Application

Name of Booth _____

Contact Person _____

Country Represented _____

Mailing Address _____

Phone # _____ email: _____

Booth Fee

_____ **\$50** - 10 x 10 space (This fee includes space only. Vendor must bring own tent, tables, chairs, etc.)

Do You Need Electricity?

_____ No

_____ Yes

If Yes, complete following sheet in detail

Booth Description

Please list/describe what you will be doing at International Festival.

Method of Payment

My Check or Money Order is enclosed for my booth space

Charge my credit card for my booth space. Please circle card type: Visa/ Mastercard/ American Express/ Discover

Card # _____ Exp Date _____ 3 Digit Code on back: _____

I authorize the City of Spartanburg to charge \$ _____ to the credit card number above. _____ 3 digit # on back of card

Signature _____ Date _____ ZipCode _____

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 International Festival 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 undersigned releases the City of Spartanburg, International Festival, and any agents or representatives of these groups from any responsibility for theft, damage or loss.

Print Name

Signature

SC Tax ID Number (if applicable)

Date

Electrical Needs

Exhibitor Name _____

International Festival makes arrangements for electricity based on the needs of individual vendors. For this reason, please complete this form **very carefully**. We will only be prepared to handle the voltage and amperage you have indicated on this form.

Electrical Equipment	Quantity	Amps	Volts	Watts

Global Interest Group Policies, Procedures, & Information

- Fee includes space only (10' x 10'). **It does NOT include tables, tents, or chairs.**
- Vehicles are not allowed to drive inside the park, so be prepared to “hand-truck” your items in.
- Tents must be weighted down with approx. 50 lbs per corner (staking is not allowed). The City’s Building Official will inspect tents for proper tie downs. Vendors cannot operate without the proper weighting down of tents.
- All booths must keep within the “International” theme.
- The International Festival Committee and Staff reserve the right to decline any application at their sole discretion.
- Participants are required to exhibit during the ENTIRE festival, 11 am to 7 pm. (Vendors are not allowed to break down and leave early.)
- International Festival is a **rain or shine event**. Vendors are responsible for their own booth’s rain protection. If inclement weather becomes too severe, the International Festival Committee will be responsible for making the final determination on the continuance of the event.
- Participants **must** be ready for operation no later than 1 hour prior to festival starting time. All vehicles must be out of the festival area by 10am - one hour prior to festival opening.

- Vendors are responsible for providing all electrical cords (minimum 100 ft.) to reach power source. These cords must be rated for outdoor use.
- If you use power in your exhibit area (even if it’s just for lights), you are required to have a fire extinguisher.
- **Taxes:** Vendors are responsible for complying with all local and state tax regulations. The City of Spartanburg does not require International Festival vendors to purchase a Business License (the fee you pay to participate in the festival is in lieu of a Business License.). All vendors are required, however, to pay sales tax (unless you are a non-profit corporation.)
- International Festival provides security and police coverage. However, International Festival and the City of Spartanburg will NOT be responsible for losses of any kind, whether by fire, from theft, physical violence, elements of nature or any other cause, however originating.
- The participating vendor shall comply with all laws, ordinances, rules, and regulations of any lawful authority, agency, or governmental unit which apply to the use of its vending unit requirements, including without limitation of any applicable fire and building code of the City of Spartanburg. The vendor agrees to indemnify and hold harmless International Festival, 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.

