



City of SPARTANBURG

# INTERNATIONAL FESTIVAL

*Saturday, October 5, 2013*

## International Trade Zone Application

Dear International Trade Zone Participants:

This year marks the 28th year of the Spartanburg International Festival, held in beautiful Barnet Park in Downtown Spartanburg, SC. The International Trade Zone is designed to promote Fair Trade and provide a venue for the sale of handcrafted products from artisans around the globe. The overall mission of the market is to help maintain the welfare of the artists and many artisan communities by helping to sustain a way of life while focusing on protecting and preserving the environment.

Again this year, you have two options for participating in the festival. You can elect to be under the large "International Trade Zone Tent" or, you can bring your own tent and set up next to the larger tent. You of course would have more space if you elect to bring your own tent. Read more about this (and pricing) in the application.

It will be a great honor to have you attend our festival as an International Trade Zone participant where you will be given the chance to showcase your craft. Attached is an application and information packet. Please look over it and if you have any questions, contact us at [tballew@cityofspartanburg.org](mailto: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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## International Trade Zone Application

Contact Person \_\_\_\_\_

Country Represented \_\_\_\_\_

Mailing Address \_\_\_\_\_

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

### Booth Fee (Please select one)

\_\_\_\_\_ \$75 - Space under the large tent. (space includes 2 - 8' tables & 2 chairs. Space is limited to what can fit in an approx 8' x 10' space)

\_\_\_\_\_ \$50 - **Space** adjacent to large tent (**This includes space only**. Vendor must bring own tent, tables, chairs, etc. Vendors would select this option if you have more merchandise than would fit on 2 tables under the larger tent.)

### Do You Need Electricity?

\_\_\_\_\_ No

\_\_\_\_\_ Yes

If Yes, complete following sheet in detail

### Booth Description

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

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### Method of Payment

My Check or Money Order is enclosed for my booth space

I paid by Credit Card online ([www.spartanburginternationalfestival.com](http://www.spartanburginternationalfestival.com))

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 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

# International Trade Zone Policies, Procedures, & Information

## Trade Zone Specifications for Exhibitors Under the Large Tent (\$75 fee)

- Booth spaces are approximately 8' x 10' and include two 8' tables & 2 chairs.
- Exhibitor is restricted to setting up in the booth space designated by festival organizers.

## Trade Zone Specifications for Exhibitors Providing Their Own Tent (\$50 fee)

- Fee includes space only (10' x 10'). **It does NOT include tables, tents, or chairs**
- Tents must be weighted down with approx. 40 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.

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*The following information applies to both exhibitors under the large tent and exhibitors utilizing their own tent:*

- 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.



- **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 to pay sales tax (unless you are a non-profit corporation.)

- 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. There will be no vehicles inside the festival area during festival hours.**

- 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.

- 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.

