

City of SPARTANBURG

# INTERNATIONAL FESTIVAL

Saturday, October 7

FINLAND - 2017 HONORED COUNTRY

## International Trade Zone Application 2017

Dear International Trade Zone Participants:

This year marks the 31st year of the Spartanburg International Festival, held in 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 - including the good ole USA.



We have expanded this area by relocating to the Chapman Cultural Center Parking lot - adjacent to the International Boulevard of Food. We hope to grow this area even more for our 31st anniversary - and make it a HUGE part of the festival. We hope you will consider joining us. The fee is only \$50 to participate in the festival. 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 (unless paid online)
- Electricity Requirements

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

**Detach and Mail Completed Applications to:**

City of Spartanburg  
Attn: Tracy Ballew  
PO Box 1749  
Spartanburg, SC 29304  
**or scan and email to:**  
**[tballew@cityofspartanburg.org](mailto:tballew@cityofspartanburg.org)**

### Important Dates:

**September 8:**  
Application due

**September 22:**  
Space assignments, maps,  
unloading pass mailed.

**October 7:**  
International Festival  
11 am - 7 pm





# International Trade Zone Application 2017

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

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

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

Phone # \_\_\_\_\_ E-mail \_\_\_\_\_

### Booth Fee

\_\_\_\_\_ \$50 - 10x10 **Space**

\_\_\_\_\_ \$100 - 10x20 **Space**

\_\_\_\_\_ \$150 - 10x30 **Space**

Fee is for space only. Exhibitor must bring own tent, tables, chairs, etc.

Credit Card payments are subject to a \$1.00 + .017% fee.

### 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 my total & convenience fee via 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

- Fee includes space only (10' x 10'). **It does NOT include tables, tents, or chairs**

- Tents must be weighted down with approx. 40lbs 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.

- Although not "required," it's ideal if booths go with some type of "International" theme. FYI - Finland is the Honored country for 2017.

- 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.

- All exhibitors will get a detailed packet approximately 2 weeks prior to the festival with unloading pass, set up directions and more.