



International Boulevard of Food Application

Saturday, October 1, 2022
Barnet Park ~ 11am - 7pm

Dear International Boulevard of Food Applicant:

You are invited to submit an application for the 2022 International Festival. It is scheduled for the first Saturday in October at Barnet Park.

About International Festival: The Spartanburg International Festival is held each year to celebrate Spartanburg's diverse community through food, music, hands-on activities, fun, and dance. Festival goers can come to Barnet Park for the day and take a trip around the world! Average attendance each year is 8,000-9,000 people. This event has occurred for over 30 years!

Festival Date and Time: **Saturday, October 1**
11 am- 7 pm

**Application Deadlines
and Fees:**

- **Applications are due NO LATER THAN Monday, September 12, 2022**
- **\$50 Refundable Festival Security Deposit**
(see more about this deposit under Festival Rules)

If you have questions or need additional information, please don't hesitate to give us a call. We can be reached by telephone at 864-596-2905 (Monday - Friday, 8 AM - 5 PM) or by email at: **communityrelations@cityofspartanburg.org**. Thank you for your interest in International Festival. We look forward to receiving your application.

All Applications Must Include the Following:

- \$50 Festival Security Deposit
- Menu Items with prices
- Electricity Requirements
- Proof of Insurance for Commercial Vendors

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

Email applications to:

communityrelations@cityofspartanburg.org

Detach and Mail Completed Applications to:

City of Spartanburg Attn: Community Relations
P.O. Box 1749 Spartanburg, SC 29304 **OR**

Drop the application off at City Hall, 145 W. Broad
Street - Community Relations Room 103.

Important Dates:

September 12:
Application due

September 22 | 5:30PM

Mandatory Vendor Meeting
Space assignments, maps,
unloading pass distributed

October 1:
International Festival





International Boulevard of Food Application

Saturday, October 1, 2022
Barnet Park ~ 11am - 7pm

Contact Person _____

Country Represented _____

Mailing Address _____

Phone # _____ Email: _____

I am a Non-Profit Food Vendor Booth Fee is 18% of sales

I am a Commercial Food Vendor (all restaurants or professionals)
Booth Fee is 25% of sales.

A 10 x 10 "professional grade" tent, 2 tables, & 2 chairs will be provided to all food vendors. **(No personal tents or trailers allowed)**

Do You Need
Electricity?

- Yes
 No

If Yes, complete
electrical sheet in detail

Festival Security Deposit

All food vendors must pay a \$50 Refundable Security Deposit.

Method of Payment for Festival Security Deposit:

- My Check or Money Order is enclosed for my festival security deposit.
- I paid my \$50 deposit online by Credit Card (www.spartanburginternationalfestival.com)

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 also understands that if any of the event policies are violated that they will forfeit their \$50 festival security deposit. 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

Menu for International Festival

All food and drinks are purchased with coupons at International Festival. **Please make sure your menu at the event reflects your costs in COUPONS - rather than dollar figures.** All items should be in \$1 increments - since coupons can only be purchased in \$1 increments.

WE STRONGLY encourage you to offer “sample size” portions. There are so many different dishes that festival visitors would **LIKE TO TRY**, but often times they cannot because they purchase a full size meal. You can certainly offer full size meals, but **ALSO consider offering small portion options.**

List below menu items that you would like to serve at the festival. Please know that the festival has the right to limit the number of similar items served. (If you list an identical item that someone else is serving, we might ask you to serve something else instead.)

Proposed Menu Items

1. _____
2. _____
3. _____
4. _____
6. _____
7. _____
8. _____

*** please note which of the above is sample size.**

Note: The City of Spartanburg is the sole provider of soft drinks, water, & beer/wine. All Food Vendors CAN SELL any other type of drink such as tea, punch, coffee, lemonade, etc.



Ice Sales

Ice will be on site for purchase - \$5 for a 16 lb. bag.

- Yes, I will need ice during the festival. Estimate of # of bags I will need: _____
- I will not need ice during the festival. (This is to help us plan how much ice to have on hand.)

Electrical Needs Worksheet for International Festival

Food Booth 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.

1. Please list the types of electrical items you will be using (i.e. warmer, crock-pot, etc.) **8 ITEM LIMIT**
2. Look at the nameplate rating located on the back of each piece of equipment that you will be using at the festival to determine the wattage and amperage. **We must have your correct voltage, amperage and wattage specifications.**
3. All service must be converted to amps. *If the amperage is not included on your equipment, the **formula- watts divided by volts** should be used in order to get the correct amperage.

Example: 1 Crock-Pot 250 watts ÷ 120 volts = 2.083 amps
 1 Refrigerator 725 watts ÷ 120 volts = 6 amps

Electrical Needs List

All food vendors get 4 plugs for FREE.

Each additional plug, over 4 plugs, will be a \$15 charge.

NO POWER STRIPS



Item	Electrical Equipment	Watts	Volts	Amps	Fee
1					Free
2					Free
3					Free
4					Free
5					\$15
6					\$15
7					\$15
8					\$15

Total : \$ _____

***Total amount due subject to change after Electrician review**
***Fee will be deducted from your food sales**

INTERNATIONAL FESTIVAL POLICIES AND PROCEDURES

- International Festival has a Festival Security Deposit in the amount of \$50. Participants will receive this deposit back in its entirety as long as all festival rules and regulations have been followed. Any concessionaire who violates any of the festival rules or the instructions of International Festival staff will forfeit this deposit. Examples of violations include: not showing up for the festival; taking cash instead of Festival Coupons; disposing of grease improperly; leaving trash/cardboard behind in booth, closing and/or leaving during festival hours, etc.

- All Commercial (professional) food vendors must submit a current Certificate of Insurance covering the date of October 1, 2022 naming the "CITY OF SPARTANBURG" as additional insured and as certificate holder with liability coverage of \$1,000,000.

- Food Coupons: All food sales are paid for by coupons. At the end of the festival, the City will collect the coupons and cut a check to the vendor within 2 weeks after the festival. A check will be issued to the name on the W-9 (please fill out attached form.) *Note: Anyone taking cash will forfeit their festival Security Deposit, will be asked to leave the festival, and will not be invited back the following year.*

- Sale of Beverages: **Food vendors CANNOT sell Soft Drinks or bottled water.** Vendors may sell tea, lemonade, punch, coffee, or drinks that are specific to their country (coconut juice, mango soda, etc.)

- Sale of Alcoholic Beverages: Due to liability issues, the City of Spartanburg is the only entity permitted to sell alcoholic beverages at the festival.

- International Festival is a **rain or shine event**. 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. All professional Food and Beverage vendors are required to pay the City of Spartanburg's local 2% Hospitality Tax on gross proceeds from the event. This form will be provided to you. If as a non-profit group you are not required to pay Sales Tax, you do not have to pay the Hospitality Tax. 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.)

- Participants must be ready for operation no later than 1 hour prior to festival starting time and continue in operation during all festival operating hours. **All vehicles must be out of the festival area by 9 am - two hours prior to festival opening.** There will be no vehicles inside festival area during festival hours.

- A fire extinguisher will be provided to each "non-professional" food vendor and must be returned at the end of the festival. Failure to return the extinguisher will result in a charge to the vendor of \$75, which will be deducted from that vendor's sales. If the extinguisher has been discharged in a non-emergency manner, there will be a \$15 recharge fee. Commercial food vendors must bring their own fire extinguisher.

- Vendors are responsible for providing all electrical cords (minimum 100 ft.) to reach power source. These cords must be rated for outdoor use.

- 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.

- All loose trash must be disposed of properly in garbage carts provided. At the end of the day, vendors should roll the garbage cart to front of the space for pick-up. All cardboard should be broken down. International Festival provides grease and gray water disposal on site. All grease and gray water must be disposed of in these designated containers. Vendors may not leave anything in their space for another vendor to pick-up.

- 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.

- The City Inspections Office & SC Health Department will conduct a safety and sanitation inspection of food vendors prior to opening of the festival. Vendors must have proper measures in place or you will not be allowed to operate.

Request for Taxpayer Identification Number and Certification

**Give Form to the
requester. Do not
send to the IRS.**

Print or type See Specific instructions on page 2.	1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.	
	2 Business name/disregarded entity name, if different from above	
	3 Check appropriate box for federal tax classification; check only one of the following seven boxes: <input type="checkbox"/> Individual/sole proprietor or single-member LLC <input type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ▶ _____ Note. For a single-member LLC that is disregarded, do not check LLC; check the appropriate box in the line above for the tax classification of the single-member owner. <input type="checkbox"/> Other (see instructions) ▶ _____	4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3): Exempt payee code (if any) _____ Exemption from FATCA reporting code (if any) _____ <i>(Applies to accounts maintained outside the U.S.)</i>
	5 Address (number, street, and apt. or suite no.)	Requester's name and address (optional)
	6 City, state, and ZIP code	
	7 List account number(s) here (optional)	

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

Social security number

			-			-				
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OR

Employer identification number

		-								
--	--	---	--	--	--	--	--	--	--	--

Note. If the account is in more than one name, see the instructions for line 1 and the chart on page 4 for guidelines on whose number to enter.

Part II Certification

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
- I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
- I am a U.S. citizen or other U.S. person (defined below); and
- The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions on page 3.

Sign Here	Signature of U.S. person ▶ _____	Date ▶ _____
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General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. Information about developments affecting Form W-9 (such as legislation enacted after we release it) is at www.irs.gov/fw9.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following:

- Form 1099-INT (interest earned or paid)
- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)

- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See *What is backup withholding?* on page 2.

By signing the filled-out form, you:

- Certify that the TIN you are giving is correct (or you are waiting for a number to be issued).
- Certify that you are not subject to backup withholding, or
- Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income, and
- Certify that FATCA code(s) entered on this form (if any) indicating that you are exempt from the FATCA reporting, is correct. See *What is FATCA reporting?* on page 2 for further information.

CITY OF SPARTANBURG, SC
RELATED PARTY RELATIONSHIP & TRANSACTIONS
QUESTIONNAIRE

This questionnaire must be received by the City when remitting your IRS W-9 form.

The information called for in this questionnaire is for use by the City of Spartanburg in connection with its risk assessment procedures and related activities.

Name of Firm: _____

Address: _____

City: _____ **State:** _____ **Zip Code:** _____

Phone: _____ **Fax:** _____

World Wide Web Address: _____

Does your organization have any officers, managers, employees, or officials that are related to any employees, officials, board members, committee members or City Council Members of the City of Spartanburg, SC?

____ **No** (Please sign the certification below and promptly return this page with the W-9)

____ **Yes** (Please sign and provide the name(s) of the individual(s))

CERTIFICATION

I certify that the information herein supplied in response to this questionnaire is complete and correct to the best of my knowledge and belief and understand that the information submitted is subject to audit and verification by the City of Spartanburg.

Name of Authorized Official

Title of Authorized Official

Date

Signature

Phone

Email Address