

**FORT MILL CHRISTMAS VILLAGE  
& LIGHTING OF THE TREE  
THURSDAY, DECEMBER 2, 2021  
5:00PM-8:30PM**



Thank you for your interest in the Fort Mill Christmas Village & Lighting of the Tree!  
Please read over all the details and submit your application to be considered as a vendor.

- EVENT LOCATION** Veterans Park (Vendors will set up in Gravel Parking Lot)  
106 N. White Street  
Fort Mill, SC 29715  
*Entire event will be held on Main & White Streets.*
- EVENT TIME** 5:00PM-8:30PM
- CONTACTS** Events Coordinator, Jacona Hester  
[jhester@fortmillsc.gov](mailto:jhester@fortmillsc.gov)  
803-487-5413
- VENDOR SET UP TIME** **Thursday, December 2, 2021 @ 3:00pm-4:30pm**  
*(An email will be sent prior to the event with site map & final details.)*  
*\*No movement of vehicles is allowed at any time without direction from Town Staff during LOAD IN/OUT.*
- COST** No cost.
- VENDOR PLACEMENT** The Town of Fort Mill has discretion of placement.
- APPLICATION DEADLINE** **Wednesday, November 17, 2021**
- RETURN APPLICATION TO**  
**Email:** Jacona Hester, Events Coordinator at [jhester@fortmillsc.gov](mailto:jhester@fortmillsc.gov)  
**Mail:** Town of Fort Mill, Attn: Jacona Hester  
PO Box 159, Fort Mill SC 29716  
**In Person:** Fort Mill Town Hall, 200 Tom Hall Street, Fort Mill
- APPROVAL** Vendors will be contacted via email by Friday, November 19, 2021, if you are Approved or put on Wait List.

## **INSURANCE**

Once approved, a Certificate of Liability Insurance (COI) Form is due immediately. The Town of Fort Mill requires each APPROVED Vendor to have Minimum \$1,000,000 General Liability Insurance.

You must ask your Insurance Agent to submit a Certificate of Liability Insurance (COI) Form directly to the Town of Fort Mill (email to: [jhester@fortmillsc.gov](mailto:jhester@fortmillsc.gov))

This is the information that MUST be included on the COI:

Minimum \$1,000,000 General Liability Insurance  
& In the Certificate Holder Section of the COI,  
Town of Fort Mill must be listed as Additional Insured.

## **BOOTH REQUIREMENTS**

- Booths MUST be decorated with a “Christmas Theme.”
- Booths MUST always be open and staffed during event hours.
- Only items listed on/attached to application are allowed to be sold.
- Business may only be conducted inside or directly in front of your space.
- It gets dark early so remember to bring lighting. We’ll have light towers but make sure you have extra just in case.
- You must supply your own 10’ x 10’ tent, table, chairs, and any supplies.
- All tents shall be adequately roped, braced, and anchored to withstand the elements of weather and prevent against collapsing.

## **CASH HANDLING AT BOOTHS**

- All Vendors must bring their own change.
- All Vendors are responsible for handling their own currency and securing their cash box.
- Vendors are responsible for registering with the South Carolina Department of Revenue (SCDOR). Retailers (anyone selling tangible goods) must complete a SCDOR-111. Non-profits selling tangible goods must register with the SCDOR for a tax exemption certificate. Web addresses to all forms can be found below:

### **South Carolina Department of Revenue**

#### **Sales Tax**

P.O. Box 125

Columbia, SC 29214-0111

**Phone:** 803-898-5000

**Email:** [Salestax@dor.sc.gov](mailto:Salestax@dor.sc.gov)

**SCDOR-111:** <https://dor.sc.gov/>

**FORM 110:** <https://dor.sc.gov/tax/sales-and-use>

## **VENDOR RULES & REGULATIONS**

### **BUSINESS LICENSE**

No Town of Fort Mill Business License is required for this event.

### **VENDOR CONDUCT**

All vendors are expected to conduct themselves in a professional and courteous manner when interacting with event goers, fellow vendors and Town Staff. Aggressive and inappropriate conduct and/or any physical contact with the above persons will result in immediate removal from the event grounds by the Fort Mill Police Department.

### **POWER GENERATORS**

- No power is supplied by the Town of Fort Mill.
- You must supply your own generator.
- Battery powered is preferred.
- All vendors operating a generator **MUST** use a quiet generator (30' parameter < 80 dB) which must be capable of running up to 4 hours without refueling.
- Any noncompliant loud generators **WILL** be turned off.
- Refueling is not allowed during event hours without the supervision of the Fort Mill Fire Department.
- If using a generator, please refer to the attached **FESTIVAL FIRE SAFETY REQUIREMENTS**.

### **OTHER RULES & REGULATIONS**

- No ON-DAY vendor acceptance.
- NO Pets (Except Service Animals)
- NO Bicycles
- NO Motorized Vehicles, including private golf carts
- NO Outside Food and Beverages
- NO Weapons

**SITE MAP & DETAILS WILL BE EMAILED TO ACCEPTED VENDORS BEFORE EVENT DATE.**

### **MOST IMPORTANT...**

Have fun! If you have any questions, please do not hesitate to contact us.

**Events Coordinator, Jacona Hester**

803-487-5413

[jhester@fortmillsc.gov](mailto:jhester@fortmillsc.gov)

**Fort Mill Fire Marshall, Eric Werner**

803-981-3051

[ewerner@fortmillsc.gov](mailto:ewerner@fortmillsc.gov)

**Deputy Fire Marshall, Simril Beckham**

803-412-6953

[sbeckham@fortmillsc.gov](mailto:sbeckham@fortmillsc.gov)

**FORT MILL CHRISTMAS VILLAGE &  
LIGHTING OF THE TREE**  
**Arts, Crafts, Business, Service & Non-Profit**  
**Vendor Application**  
**Application Deadline: Wednesday, November 17, 2021**

Vendor Applicant Information				
Vendor Name:				
Contact Name:				
Street Address:				
City:		State:		Zip:
Cell Phone:	( ) -	Email:		
Tax Exemption ID # (Non-Profits):				
SC Retail License # (For Profits):				
Website (If Applicable):				

Space Rental Information				
Type of Vendor	Size of Space	Fee / Space	# Spaces	Total
	10' x 10' Space	NO COST		\$0.00
	<b>DO YOU HAVE A GENERATOR? CIRCLE YES OR NO</b>			

**List products, services, or non-profit information here that you will use your space for:**

Acknowledgement	
<p>I understand the Town of Fort Mill reserves the right to reject any application. I also understand that I am responsible for reading and adhering to the vendor rules and regulations as established by the Town of Fort Mill, as well as any applicable local, state, and federal laws and regulations. I hereby release Town of Fort Mill, all sponsors, promoters, and event organizers from any and all claims of sickness, injury or damages resulting from my participation in this event. I further understand that there will be <b>no refunds in the event of rain</b>. By signing below, I agree to consider this application a commitment to abide by the rules and regulations set forth by the Town of Fort Mill. I understand that only items included in this application and approved by the Town of Fort Mill may be sold and/or given away during this event. I also consent to the Town of Fort Mill utilizing my photograph, image, and/or sound in promotional materials, including print, broadcast, and online media.</p>	
<p><b>I have read and will adhere to the Town of Fort Mill Vendor Rules &amp; Regulations.</b> _____ (Initial here)</p>	
Signature:	Date:

**RETURN APPLICATION TO**

**Email:** [Jacona Hester, Events Coordinator at jhester@fortmillsc.gov](mailto:jhester@fortmillsc.gov)

**Mail:** Town of Fort Mill, Attn: Jacona Hester, PO Box 159, Fort Mill SC 29716

**In Person:** Fort Mill Town Hall, 200 Tom Hall Street, Fort Mill

Submission of application does not guarantee acceptance. All Vendors will be contacted via email by Friday, November 19, 2021 if you are Approved or put on Wait List.



## TOWN OF FORT MILL FIRE MARSHAL'S OFFICE

### **FORT MILL FESTIVAL FIRE SAFETY REQUIREMENTS**

Below are the approved safety requirements for the operation of generators within the Town of Fort Mill. If you have any questions, comments, or issues with the below safety requirements, contact the Fort Mill Fire Marshal's Office at (803) 547-5511.

#### **PRIOR TO OPERATING:**

Fire Inspectors from the Fort Mill Fire Department Fire Marshal's Office will be performing a Fire Inspection prior to opening of any vendor operation. Failure to pass the inspection can disqualify your participation in the festival. This guide is a general list and does not anticipate every possible situation or requirement.

#### **TENTS, COOKING AND NON-COOKING:**

- All tents shall be inspected and **tagged** by the Fort Mill Fire Marshal's Office before occupancy is permitted.
- All tents shall be adequately roped, braced and anchored to withstand the elements of weather and prevent against collapsing.
- **Open flame or other devices emitting flame, fire or heat or any flammable or combustible liquids, gas, charcoal or other cooking device or any other unapproved devices shall not be permitted inside of a tent or membrane structures while open to the public unless approved by the fire code official.**
- Cooking tents shall be flame resistant, with the attached certificate of acceptance label.
- A separation distance of five (5) feet is required between cooking tents.
  - Outdoor cooking that produces sparks or grease-laden vapors shall not be performed under a tent or membrane structure.
  - Portable Liquid Petroleum (LP) gas containers with a capacity of 500 gallons or less shall have a minimum separation between the container and structure not less than **five (5) feet**.
  - Portable Liquid Petroleum (LP) gas containers, piping, valves and fittings that are located outside and are being used to fuel equipment inside a tent or membrane structure shall be adequately protected to prevent tampering, damage by vehicles, or other hazards and shall be located in an approved location.
  - **Portable Liquid Petroleum (LP) containers shall be securely fastened in place to prevent unauthorized movement.**
- No flammable or combustible liquid storage is permitted in a tent or membrane structure.
  - Refueling shall be performed in an approved location not less than **ten (10) feet** from tents or membrane structures.
  - Refueling shall be performed with approval of the Fire Marshal, or their designee, and all refueling operations shall be witnessed by the Fire Marshal, or their designee.
  - **Any fuel spills shall be reported immediately to the Fire Marshal, or their designee, and cleanup of the fuel spill shall be the responsibility of the fueling vendor.**
- Smoking shall not be permitted in any tents or membrane structures, trailers or booths.

#### **GENERATOR REQUIREMENTS:**

- Generators and other internal combustion power sources shall be separated from tents or membrane structures by not less than ten (10) feet and shall be isolated from contact with the public by fencing enclosures or other approved means.
  - Refueling shall be performed in an approved location not less than ten (10) feet from tents or membrane structures.
  - Refueling shall be performed with approval of the Fire Marshal, or their designee, and all refueling operations shall be witnessed by the Fire Marshal, or their designee.
  - Any fuel spills shall be reported to the Fire Marshal, or their designee, and cleanup of the fuel spill shall be the responsibility of the fueling vendor.

**ELECTRICAL POWER:**

- Electrical cords shall be compatible with the anticipated load (minimum 12awg is required), and be UL rated for outdoor and wet location, they shall be in good condition, be secured and protected to prevent any trip hazards, and not be placed in the public's traffic paths, and shall be provided by the vendors.
- No multi-plug outlets will be allowed. Power strips shall be surge protected with a breaker reset and have a UL rating.
- LED lighting with a battery is **preferred**.

**DEEP FAT FRYING AND OPEN FLAME COOKING:**

- Deep fat frying or open flame cooking operations shall not be permitted inside a tent or structure while open to the public and an area not subject to overhead contamination, such as trees, leaves, etc.
- The deep fry and open flame cooking shall be isolated from contact with the public by approved means.
- There shall be at least three (3) feet clearance between deep fat frying and charcoal cooking.
- Vendors shall be responsible for the proper and legal disposal of grease used for cooking operations.

**CHARCOAL COOKING:**

- Charcoal cooking operations shall not be permitted inside a tent or structure while open to the public and an area not subject to overhead contamination, such as trees, leaves, etc.
- Fuel and lighter fluid storage is prohibited inside any tent or booth.
- Cooking units shall be secured from falling and isolated from contact with the public by approved means.
- Cooking coals being removed shall be done so in an approved metal container and emptied nightly.

**FIRE EXTINGUISHERS:**

- All tents and booths shall be equipped with a fire extinguisher with a minimum rating of 2A:20 ABC or two (2) 2A:10 ABC and they shall be accessible at all times.
- All cooking tents and booths with deep fat frying operations shall be equipped with an extinguisher rated for Class "K" fires and accessible at all times.
- Each generator shall be equipped with a fire extinguisher with a minimum rating of 2A:20 ABC and shall be located near the generator and accessible at all times.
- All required fire extinguishers shall be properly serviced and tagged by a qualified service company within the past year.
- **All fire extinguishers will be inspected and tagged by the Fire Marshal's Office before Festival starting. If no fire extinguisher is produced by vendor they shall be required to secure one from vendor on-site and be ready for re-inspection. If no extinguisher is provided by the vendor then they shall be prohibited from operating until the next morning inspection before Festival starting.**

**NOTE: If you do not bring a serviced Fire Extinguisher to the event you MUST purchase a serviced extinguisher from the vendor provided.**