

**Newberry Juneteenth: Celebrate Freedom** Saturday, June 18, 2022 –10:00AM-4:00PM  
**Food Court Information & Application**

**QUALIFICATIONS:**

- All Newberry Juneteenth food court booth spaces will be charged \$100.00. Those interested should complete the application, and bring the \$100.00 to PRT.
- Vendor Booths are only available to the following organizations:
  - **Businesses that are based in or have a direct connection to Newberry County, whether by service or affiliation.**
  - **Faith Centers & Organizations**
- Vendors should provide a menu and an adequate description of their product.
- The event reserves the right to reject applications that do not meet the values or standards of the event. This would be for the sale or distribution or display of items that are of poor quality, inappropriate, or offensive nature. Our goal is to provide a quality experience for the vendor and patrons. Rejected applications will be returned with payment.

**BOOTH SPACES:**

- **Only 13 food vendor spaces are available on a first come first-served basis after invitation.**
- **Booth Spaces are 10x20 foot spaces. VENDORS MAY NOT EXCEED THESE BOUNDARIES however exceptions may be made for food trucks depending on space available- contact event organizer for details. Boundaries will be marked for your convenience.**
- Food Court Vendor Spaces are located on the streets surrounding Community Hall (Main, Caldwell, Boyce and McKibben).
- **All vendors should supply their own booth TENT, TABLES, and CHAIRS.**
- **Vendors are encouraged to bring their own tents. Vendors must bring at least 40lbs of weights to keep tent in place should there be winds.**

*\*If frying, fryers must be secured and level, within the cooking space provided, to avoid tipping/spilling.*

***LARGE VAT FRYERS ARE PROHIBITED.***

**Electricity**

**Each vendor will be limited to one 20 amp service with two outlet plug-ins. All outlets are of GFCI type. Please notify us if you plan to use a generator. Generator should have sound dampener to decrease noise. Any vendors who violate the electrical policy will be excluded from future City of Newberry events.**

**TAXES & LICENSES:** Vendors are responsible for collecting and reporting SC sales tax as required by law. Vendors are also responsible for obtaining proper SC licenses from SCDOR as applies.

**NO BOOTH WILL BE ACCEPTED WITHOUT THE COMPLETED FORM, PAYMENT AND DOCUMENTS ATTACHED TO THIS PAGE. BOOTH SPACES WILL NOT BE ASSIGNED UNTIL THE APPLICATION AND PAYMENT ARE RECEIVED.**

Approved vendors will be mailed a welcome packet including a map with their booth location, parking pass, and vendor guidelines one month prior to the event.

**Set-Up: 8:00am-9:30am**

**\*Break Down: 4:00pm-5:00pm**

**\*Vendors are asked to remain open until the official breakdown period or be subject to application rejection for future City of Newberry events.**

**Application must be returned by May 6 at 5 pm.**

***Applications are accepted until spaces are filled.***

**NOTICE: City of Newberry Parks, Recreation, and Tourism reserves the right to ACCEPT or REJECT any application. We also reserve the right to remove any vendor that does not follow the vendor policies established for this event (see additional document). City of Newberry, Parks, Recreation, & Tourism: (803) 321-1015**

**Please keep this page for your records.**

# City of Newberry Events: General Food Vendor Information and Event Policies

**THE FOLLOWING RULES, REGULATIONS, TAX AND LICENSE INFORMATION  
APPLIES TO ALL FOOD VENDING AT CITY OF NEWBERRY EVENTS**

## **RULES AND REGULATIONS**

- No cooking with open flames under tents! Outdoor grilling must conform to local fire codes.
- All Food Vendors must have a fire extinguisher (minimum requirement: 10-pound A-B-C extinguisher).
- All Food Vendors are required to comply with SC DHEC Regulation 61-25, Retail Food Establishments. \*
- All meats must possess USDA or state DA inspection certification.
- All Food Vendors are required to obtain and submit a copy of your **certificate of liability insurance** which must name the City of Newberry as an additional insured and as the certificate holder. In addition, the copy must indicate that coverage is for the specific event and coverage must be in effect for the dates of the event.\*\*
- **Violations of Rules and Regulations may result in exclusion from future City of Newberry events and vendors may be asked to leave the event- no refunds!**

**TAXES & LICENSE:** Vendors are responsible for collecting and reporting SC sales tax as required by law. Vendors are also required to hold an SC State Business License. Although you do not have to present a copy to the event organizer, please be sure to have a copy of your license with you at the event should a SCDOR representative be present.

\* You may access a copy of the SCDHEC guidelines for food service at special events at the following web link, or by visiting your local SCDHEC office for a hard copy of the information. Go to [www.scdhec.gov/food](http://www.scdhec.gov/food) and click on Regulation 61-25. Be sure to look at Chapter 9 (specifically 9-9) for event-specific information. Also, look through their fact sheets listed on [www.scdhec.gov/food](http://www.scdhec.gov/food) for great food safety information.

**\*\* Your insurance provider MUST send this information to us on your behalf. WE CAN NOT ACCEPT YOUR COI FROM YOU DIRECTLY. Please have your insurance provider fax the City of Newberry at 803-321-3891 or email them at [bcarey@cityofnewberry.com](mailto:bcarey@cityofnewberry.com), or send by mail to City of Newberry Juneteenth, PO BOX 538, Newberry, SC 29108 NO LATER THAN ONE MONTH PRIOR TO THE EVENT.**

Please keep this page for your records.  
City of Newberry, Parks, Recreation, and Tourism: (803) 321-1015

**Food Court Information & Application**

**NO BOOTH WILL BE ACCEPTED WITHOUT THE COMPLETED FORM, PAYMENT, and DOCUMENTS ATTACHED TO THIS PAGE. BOOTH SPACES WILL NOT BE ASSIGNED UNTIL APPLICATION IS RECEIVED.**

➔ Business/Booth Name: \_\_\_\_\_

➔ Contact Name: \_\_\_\_\_

➔ Mailing Address: \_\_\_\_\_ PO Box: \_\_\_\_\_

➔ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

➔ Telephone: (H) \_\_\_\_\_ (W) \_\_\_\_\_ (M) \_\_\_\_\_

➔ Primary Email: \_\_\_\_\_

➔ Website: \_\_\_\_\_

➔ Description of Product: \_\_\_\_\_

**(Please don't forget to attach an example of your menu)**

- ➔ **CHECK IF YES:**     Fryer     Generator     Food truck
- I have read and understand to follow the SCDHEC Guidelines
- Copy of Certificate of Liability Insurance will be sent no less than 1 month prior to the event by my insurance provider.**
- I have attached my menu.

<p><b>FOOD COURT Booth Space</b></p> <p><u>I understand that Tents ARE NOT provided for these spaces and that I am REQUIRED to bring my own 10x10 tent plus 40lbs of weights to keep said tent in place should there be winds or other inclement weather.</u></p> <p>➔ INITIAL HERE: _____</p>	FOR OFFICE USE ONLY:	
	DATE RECEIVED: _____	APPROVED:____  DENIED:_____
	DATE NOTIFIED: _____	
	COI RECEIVED: _____	

**(FOR OFFICE USE ONLY: DATE RECEIVED: \_\_\_\_\_ CASH \_\_\_\_\_ CREDIT \_\_\_\_\_ CHECK \_\_\_\_\_)**

General Release

The undersigned does hereby release, acquit, and forever discharge the City of Newberry, its agents, its representatives, its employees, or contracted staff, of and from all manner of actions, suits, damages, claims or demands whatsoever in law or equity from any loss or damage of any nature of description, known or unknown, in any way relating to the undersigned participation in the Newberry Juneteenth event. I acknowledge that I have read all event policies and agree to adhere to them.

➔ **Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

➔ **Please print name clearly** \_\_\_\_\_

City of Newberry Parks, Recreation, and Tourism: (803) 321-1015  
**Please mail the application to:**  
 City of Newberry- Juneteenth, P.O. Box 538, Newberry, SC 29108  
 OR Email: [bcarey@cityofnewberry.com](mailto:bcarey@cityofnewberry.com)

### COVID-19 Vendor Agreement and Acknowledgement

Due to the ongoing threat of COVID-19, all 2022 Newberry Juneteenth Vendors will be required to agree to the following policies. **Please initial and sign where indicated.**

**Please initial each statement below.** Vendors who violate COVID-19 policies will forfeit their vendor compliance deposit and will not be allowed to apply to be a vendor at the 2022 Newberry Juneteenth until after the regular application period has closed if space allows.

\_\_\_\_ Vendor will require all employees/volunteers within their vendor booth to wear a face always covering and utilize appropriate PPE while inside festival grounds.

\_\_\_\_ Vendor will make hand sanitizer available in a visible location for festival attendees to use at your booth.

\_\_\_\_ Vendor will make every effort to provide contactless payment options for festival attendees.

\_\_\_\_ Vendor will require all booth employees/volunteers to monitor their health and will not allow an employee or volunteer to work at their booth if they are exhibiting any COVID-19 symptoms to include, but not limited to fever, shortness of breath, active cough, runny nose, sore throat, or loss of taste or smell.

\_\_\_\_ Vendor agrees to report any sudden onset of COVID-19 symptoms in their employees/volunteers to include fever, shortness of breath, active cough, runny nose, sore throat, or loss of taste or smell during festival hours to a festival representative for further guidance. Vendors who experience COVID-19 symptoms during festival hours may be asked to quarantine in a designated area for the duration of the festival or be asked to vacate festival grounds.

\_\_\_\_ Vendor agrees that they and/or their employees/volunteers will not attend the Newberry Juneteenth if they or anyone in their immediate households have tested positive or have come into direct contact as defined by SCDHEC for COVID-19 during the period of June 4 through June 18, 2022.

\_\_\_\_ Vendor agrees to report all incidents of an employee or volunteer testing positive for COVID-19 within 14 days after the Newberry Juneteenth.

\_\_\_\_ Vendor agrees to promote and enforce social distancing for customers in line at their booth or shopping inside their booth.

\_\_\_\_ Vendor agrees to abide by all applicable SC DHEC and City of Newberry guidelines while at the 2022 Newberry Juneteenth and clean frequently touched surfaces throughout the duration of the festival.

### COVID-19 VENDOR RISK ACKNOWLEDGEMENT

The vendor acknowledges that exposure to COVID-19 is an inherent risk in any public location where people are present; the Newberry Juneteenth cannot guarantee you will not be exposed during your visit. The CDC advises that older adults and people of any age who have serious underlying medical conditions may be at higher risk for severe illness from COVID-19. Vendors and attendees should evaluate their own risk in determining whether to attend. People who show no symptoms can still spread COVID-19 if they are infected; any interaction with the public poses an elevated risk of being exposed to COVID-19. By vending at or attending the Newberry Juneteenth, you acknowledge and agree that you assume these inherent risks associated with attendance, and agree to hold the Newberry Juneteenth, City of Newberry, and its sponsors, agents, staff, and volunteers harmless. Further, should you decide not to vend or be unable to vend due to illness at the Newberry Juneteenth, no refunds for vendor space will be provided as booths are given at no charge. No funds will be issued for expenses incurred leading to the event.

Vendor Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Vendor Printed Name: \_\_\_\_\_