

VENDORS NEED TO KNOW:

ALL Vendors:

Contact Town Hall to verify the Property Owner of the space you intend to rent has complied with all required obligations. A permit will not be issued to a vendor if the property owner has failed to comply.

Vendors must provide a Certificate of Insurance for liability coverage of at least \$1,000,000 listing Town of Atlantic Beach as the Certificate Holder.

Permit fees will not be refunded.

Payments for Vendor Permit Fees will only be accepted in the form of a Certified Check or Money Order. **No Cash Will Be Accepted – several local businesses sell Money Orders.** Credit Cards will only be accepted if the option is available through the **Town's website:**

www.townofatlanticbeachsc.com.

No Vendor Permits will be issued after 5pm on Friday, May 23, 2025.

The Vendor Permit and Permit Fee Receipt must be displayed in a conspicuous location at all times. **Vendor enforcement officers will be inspecting permit authenticity.**

All vendors are restricted to a stationary position.

The Town's Public Safety Official will approve or disapprove the level of sound amplification for all music and entertainment.

Vendors are responsible for keeping their space litter free. **Vendors must remove all trash and debris from their space prior to their departure from the festival.**

ALL Vendors (continued):

Town Hall will have a contact list of Property Owners willing to rent Vending space available by **March 4, 2025**. The list will be posted on the Town's festival webpage.

All vendors are required to comply with the State of South Carolina sales tax regulations. It may take a week or more to receive this information. New tax accounts may be registered at: <https://mydorway.dor.sc.gov>.

FOOD Vendors:

SCDHEC regulations require the Town to submit an application several weeks prior to the event listing all participating FOOD VENDORS. Therefore, all FOOD VENDORS must complete and return the festival application and ALL documentation by May 1, 2025. Incomplete applications and those received after the deadline will not be eligible to participate in the festival.

Food Vendors are responsible for complying with SCDHEC Retail Food Establishment Regulation 61-25.

Call (843) 915-8801 or visit www.scdhec.gov/food for additional information.

Food vending trailers and trucks are encouraged; however, the proper construction of a food service area in your rented space is allowable provided the required vendor permit documentation has been received, permit fee(s) paid, and the vendor permit has been issued. Site construction will be allowed **May 22–25, 2025** and must be inspected prior to the event.

ALCOHOL Vendors:

Alcohol Vendors must apply for an Alcohol Beverage License (ABL) with South Carolina Department of Revenue (SCDOR). Visit the SCDOR webpage on ABL for information:

<https://dor.sc.gov/tax/abl/licenses>

ABL-900 and ABL-100 must be filed with SCDOR at least 15 days before the event. Before filing with SCDOR, Form ABL-100 requires approval from the Atlantic Beach Police Chief. A criminal records check (CRC) will need to be submitted to the Police Chief and SCDOR. A CRC may be obtained online from SLED: <https://catch.sled.sc.gov> Only Nonprofit organizations may use these applications to sell liquor.

RETAIL Vendors:

Per the State of South Carolina, this qualifies as a retail event. All Retail Vendors must comply with the State of South Carolina retail license requirements. **Proof of a South Carolina retail license is required to receive a Vendor Permit. License must be obtained prior to the event or it will not be accepted. It may take a week or more to receive this information. New business or tax accounts visit: <https://mydorway.dor.sc.gov>**

Retail Vendors are prohibited from selling counterfeit goods. Violators will be fined, goods may be confiscated by law enforcement, vendor permit will be revoked, and the operation must vacate immediately. There will be no refunds for violations, and vendor will face criminal prosecution to the fullest extent allowable by law.

EXHIBITORS:

Exhibitors may display literature or other items not for sale. These permits are for informational presentations only.

