



VENDOR APPLICATION

May 22, 2026 - May 25, 2026

For Atlantic Beach staff use only:

Amount Received:	Date Processed:
<input type="checkbox"/> Certified Check No:	
<input type="checkbox"/> Money Order No:	
<input type="checkbox"/> Online Payment Receipt:	
TOAB Receipt No:	Space/Lot No:
<input type="checkbox"/> Property Owner Receipt; Consent Letter <input type="checkbox"/> Yes <input type="checkbox"/> N/A	
Processed by:	

Attach ALL required documentation to the vendor application with PAYMENT IN-FULL.

Vendor Permits will NOT be issued if any application information, documentation, or payment is missing.

Payments are NON refundable - Counterfeit merchandise is PROHIBITED

VENDOR Applicant Information: PLEASE PRINT

ALL VENDORS: Application due by 3/31/2026

Business Name: _____ Applicant's Full Name: _____

Mailing Address: _____ City: _____ State: _____ Zip: _____

Daytime Phone: _____ Cellular: _____ Fax: _____

Email: _____

Has this vendor participated before? YES NO If so, Which Year? _____

DISPLAY and/or SETUP SPECIFICATIONS: indicate display/setup type and size

Type of display/setup Tent Trailer Push Cart Other: _____

Unit Size: Frontage: _____ feet Depth: _____ feet Height: _____ feet

Permit fees are issued for up to 10' of FRONTAGE. Any display/setup exceeding 10' is required to pay for an additional 10' permit fee at a 50% discount.

Additional non-connecting frontage does not qualify for the discount

Rate Calculations:

0-10' = Rate x 1

Connecting frontage:

0-20' = Rate x 1.5

0-30' = Rate x 2

Non-connecting frontage pays 100% for every 0-10'

VENDOR PERMIT FEES					
VENDOR TYPES	30 th Ave S.		2 nd Ave		31 st Ave S.
Retail	<input type="checkbox"/>	\$2,000 X _____	<input type="checkbox"/>	\$2,000 X _____	<input type="checkbox"/> \$750 X _____
Food	<input type="checkbox"/>	\$2,000 X _____	<input type="checkbox"/>	\$2,000 X _____	<input type="checkbox"/> \$750 X _____
Beer & Wine	<input type="checkbox"/>	\$2,500 X _____	<input type="checkbox"/>	\$2,500 X _____	<input type="checkbox"/> \$2,500 X _____
Liquor Alcohol	<input type="checkbox"/>	\$4,000 X _____	<input type="checkbox"/>	\$4,000 X _____	<input type="checkbox"/> \$4,000 X _____
Exhibitor (No Sales)	<input type="checkbox"/>	\$300 X _____	<input type="checkbox"/>	\$300 X _____	<input type="checkbox"/> \$300 X _____
Late Registration	<input type="checkbox"/>	\$100	<input type="checkbox"/>	\$100	<input type="checkbox"/> \$100

► Late registration fees are incurred for completed applications and payments received after 3/31/2026

The total amount MUST be paid with the application, or it will not be processed. Payment must be in the form of a Certified (Cashier's) Check or Money Order.

Total: _____ Certified Check # _____ Money Order # _____

REQUIRED DOCUMENTATION CHECKLIST These items must be submitted in addition to the application to receive a Permit

YES NO Certificate of Liability Insurance for at least \$1,000,000 in coverage. **MUST SUBMIT WITH APPLICATION**

YES NO SCDOR proof of retail license (SCDOR application will not be accepted) **MUST SUBMIT WITH APPLICATION**

YES NO N/A SCDOR proof of alcoholic beverage license - must be filed with SCDOR at least 15 days before event

YES NO Space rental receipt from property owner

YES NO N/A **FOOD VENDORS** must return application and documentation by **MARCH 31, 2026**

By signing the Vendor Application, VENDOR accepts ALL conditions outlined in the Atlantic Beach 2026 Vendor Packet, Vendor Application, and TOAB Ordinance 12-2026. VENDOR agrees to indemnify and hold the Town of Atlantic Beach, SC and its officers, employees, and agents, harmless from and against all costs, expenses, liabilities, losses and damages, injunctions, lawsuits, actions, fines, penalties, claims and demands of every kind or nature, including reasonable attorney's fees, by or on behalf of any person, party or governmental authority whatsoever arising out of (a) any failure to VENDOR to abide by the conditions of its Vendor Permit, (b) any accident, injury or damage which occurs during the BikeFest, however occurring, (c) any matter arising out of the condition, occupation, maintenance, alteration, repair, use or operation of its vendor space or any part of it, (d) the contest or challenge by VENDOR of any regulation or imposed tax, assessment, or other charges, or (e) any other matter arising from or relating to VENDOR's occupation or use of its vendor space.

Signature

Date