



## 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 <sup>th</sup> Ave S.		2 <sup>nd</sup> Ave	31 <sup>st</sup> 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 _____
<b>Late Registration</b>	<input type="checkbox"/>	<b>\$100</b>	<input type="checkbox"/>	<b>\$100</b>	<input type="checkbox"/> <b>\$100</b>
<b>► Late registration fees are incurred for completed applications and payments received after 3/31/2026</b>					

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

- |   |  |
|---|--|
| <input type="checkbox"/> YES <input type="checkbox"/> NO                              | Certificate of Liability Insurance for at least \$1,000,000 in coverage. <b>MUST SUBMIT WITH APPLICATION</b> |
| <input type="checkbox"/> YES <input type="checkbox"/> NO                              | SCDOR proof of retail license (SCDOR application will not be accepted) <b>MUST SUBMIT WITH APPLICATION</b>   |
| <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A | SCDOR proof of alcoholic beverage license - <u>must be filed with SCDOR at least 15 days before event</u>    |
| <input type="checkbox"/> YES <input type="checkbox"/> NO                              | Space rental receipt from property owner   |
| <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A | <b>FOOD VENDORS</b> must return application and documentation by <b>MARCH 31, 2026</b>                       |

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 \_\_\_\_\_