



**VENDOR APPLICATION**  
**May 24, 2024 - May 27, 2024**

**For Atlantic Beach staff use only:**

Amount Received: \_\_\_\_\_ Date Processed: \_\_\_\_\_  
 Certified Check No: \_\_\_\_\_  
 Money Order No: \_\_\_\_\_  
 Online Payment Receipt: \_\_\_\_\_  
 TOAB Receipt No: \_\_\_\_\_ Space/Lot No: \_\_\_\_\_  
 Property Owner Receipt; Consent Letter  Yes  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 3/31/2024**

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 TYPES	VENDOR PERMIT FEES		
	30 <sup>th</sup> Ave S.	2 <sup>nd</sup> Ave	31 <sup>st</sup> Ave S.
Retail	<input type="checkbox"/> \$650 X _____	<input type="checkbox"/> \$650 X _____	<input type="checkbox"/> \$325 X _____
Food	<input type="checkbox"/> \$675 X _____	<input type="checkbox"/> \$675 X _____	<input type="checkbox"/> \$350 X _____
Beer & Wine	<input type="checkbox"/> \$750 X _____	<input type="checkbox"/> \$750 X _____	<input type="checkbox"/> \$750 X _____
Liquor Alcohol	<input type="checkbox"/> \$2,000 X _____	<input type="checkbox"/> \$2,000 X _____	<input type="checkbox"/> \$2,000 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>

▶ **Late registration fees are incurred for completed applications and payments received after 3/31/2024**

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, 2024**

By signing the Vendor Application, VENDOR accepts ALL conditions outlined in the Atlantic Beach 2022 Vendor Packet, Vendor Application, and TOAB Ordinance 11-2024. 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 \_\_\_\_\_

# 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](http://www.townofatlanticbeachsc.com).

**No Vendor Permits will be issued after 5pm on Friday, May 24, 2024.**

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 1, 2024**. 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, 2024**. 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](http://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 23 – 25, 2024** 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.