



## Atalaya Arts and Crafts Festival Food Sales Policies and Procedures

In addition to Atalaya Arts and Crafts Policies and Procedures, all vendors are required to comply with all state, county, and local codes and regulation. All food vendors could be subject to inspection by DHEC and the state or county Fire Marshal.

### Application Process

- A. **Complete Application.** Application must be completed, signed, and returned by the deadline indicated on the application.
- B. **Confirmation of Acceptance.** If accepted for participation, a confirmation will be mailed containing check in time, a space number, map, and other applicable information. Your booth fee will be due at this time.
- C. **Notification of Non-Acceptance.** If applicant is not accepted for participation, a notice explaining the reason will be mailed promptly.
- D. **Photo.** All applications must provide a photo of their unit with their application. Photos will NOT be returned. A photo must be included for your application to be considered.

### On Site and Unit Guidelines

- A. **Arrival and Departure** procedures will be explained in the confirmation mailing. All vehicles, trailers, and other large objects must be removed from the festival grounds one hour prior to the festival opening.
- B. **Support and Supply** Only approved support and supply vehicles will be permitted to remain at the festival site. Need for additional parking for supply and support must be indicated on application and approved by the park manager or designee prior to arrival on site. Storage space will not be provided inside Atalaya.
- C. **Space assignment** will be indicated in confirmation mailing. Participants cannot sublet, assign, or donate their assigned space in whole or part without permission of festival management.
- D. **Unit operation and sales** are limited to festival hours of operation. Participants will be permitted to sell or give away approved items only.
- E. **Unit size** is 13' X 13' or 9' X 18". All units are located on an open air, grassed surface and do not have roof cover. Your operation, signage, awnings, towing apparatus must all be contained within your space. Units must be designed for outdoor use and capable of withstanding the elements.
- F. **Clean up** of the area during the day and at the end of each day is the responsibility of the participant. Trash receptacles will be on site.
- G. **Taxes**—participants are responsible for SC sales tax, if applicable. It is the participant's responsibility to file the necessary forms with the SC Tax Commission.
- H. **Product / Service Exclusivity** will not be granted to any participant.

- I. **Alcoholic Beverages** are strictly prohibited.

### **Festival Services**

- A. **Electrical / Water Service** is limited and not guaranteed and must be requested at the time of application. If service is provided, it will be indicated in your confirmation mailing. Where available, electrical service is 20 amp.
- B. **Security** is provided on the festival site. However festival management cannot be responsible for lost merchandise or material due to theft or vandalism.

### **General Information**

- A. **Liability**—The South Carolina State Park Service nor their representatives, employees, agents, patrons, guests, or sponsors shall be liable for any loss or damage to the property of any vendor/participant due to fire, robbery, accident, or other cause that may arise from vendor/participant's use or occupancy of vendor/participant's assigned space during the festival.
- B. **Liability Insurance** is required of all vendor/participants. The applicant agrees that he or she will be responsible for any loss or damage to his or her booth and contents and for personal injury during the course of the festival and releases the SC State Park Service from any claims whatsoever resulting there from. It is further agreed that the undersigned will abide by all rules and instructions set forth by festival officials.
- C. **Refunds** will not be issued due to inclement weather.
- D. **Removal**—festival officials reserve the right to close down and remove any participant that is not adhering to festival policies and procedures, deemed inappropriate, displaying materials or performing activities not in keeping with festival tradition. **THIS INCLUDES SELLING OR GIVING AWAY ITEMS THAT HAVE NOT BEEN APPROVED BY THE FESTIVAL MANAGEMENT TO SELL OR GIVE AWAY.**
- E. **Service and preparation** must comply with all DHEC sanitation and fire and safety guidelines. Bottles and glass containers are not permitted. All participants utilizing cooking equipment are required to have a fire extinguisher readily available.
- F. **Ice** will be available for purchase in the gift shop located in the elevated building with a metal roof. Ice cannot be provided or sold out of the hospitality room.

Atalaya Arts and Crafts Festival  
Huntington Beach State Park  
16148 Ocean Highway  
Murrells Inlet SC 29576