



## Riverfest 2023

Saturday, June 24, 2023 | 11 a.m. to 10 p.m.

[www.ConwayRiverfest.com](http://www.ConwayRiverfest.com)

### Food Vendor

Dear Food Vendor,

We welcome your interest in the 2023 Riverfest Festival hosted by the Conway Chamber of Commerce on Saturday, June 24, 2023. Riverfest is a one-day, rain or shine event held on Elm Street in Downtown Conway, South Carolina. Festival activities are from 11 AM until 10 PM on Saturday, June 24<sup>th</sup>, 2023.

**Please note** that all vendor applications must go through an approval process. It is the intent of the Riverfest Committee to ensure that a variety of quality merchandise is exhibited. A limited number of vendor spaces are available, please submit your application as soon as possible for review. Do not make hotel reservations or assume that you have been accepted as a festival vendor until you receive an official acceptance letter, receipt, or email from the Conway Chamber of Commerce.

**Booth Space:** Spaces are rented for \$300 for Conway Chamber members; \$500 for non-members, each on a “first come, first serve” basis. Each food vendor space is 10’ (across the front) x 20’ (deep). If additional space is needed, additional booth space must be purchased. The Riverfest Committee will designate the location of all vendors.

- We ask that participants have all equipment, fixtures, and inventory in their space by 9 a.m. on Saturday, June 24<sup>th</sup>.
- Vendors will be required to provide all tents, manpower, tables, chairs, etc. which they may need.
- **Electricity is not available.**
- Food vendors cannot sell alcoholic beverages or souvenirs.
- Vendors are required to provide grease catchers for equipment so that grease is not spilled onto festival grounds.
- All vendors must be set up and all vehicles must be out of the festival area by 9:00 A.M. and will not be permitted back in until pedestrian traffic has cleared, approximately 10:30 PM. Each of the areas will have volunteers on hand with golf carts should vendors need help in restocking supplies, etc. **Under no circumstances, will you be permitted to come and go beyond the rules/times as stated above.**

**Business License:** The City of Conway requires participating restaurants/vendors to obtain a “Special Event” license if they do not have a current City of Conway Business License.

**Menu:** The Riverfest Committee/Conway Chamber of Commerce requires the menu information to ensure minimal duplication of menus. The number of vendors selling the same type of food will be limited.

**Food Vendor Information**

Restaurant Name \_\_\_\_\_

Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Telephone \_\_\_\_\_ Email \_\_\_\_\_

**Food Vendor Space (10'x20') .....**

\_\_\_\_\_ Non-Chamber Members \$500 x \_\_\_\_\_ = \$ \_\_\_\_\_

\_\_\_\_\_ Chamber Members \$300 x \_\_\_\_\_ = \$ \_\_\_\_\_

Subtotal = \$ \_\_\_\_\_

\_\_\_\_\_ Yes, I need a City of Conway Special Event License = \$5 + \$ \_\_\_\_\_

\_\_\_\_\_ No, I currently have a City of Conway Business License  
Business License # \_\_\_\_\_ Expiration Date: \_\_\_\_\_

**Total = \$ \_\_\_\_\_**

All payments should be made payable to the Conway Chamber of Commerce.

**Applications must be received by Friday, June 2, 2023 for consideration.** NO REFUNDS for cancellations made after Monday, May 1, 2023. NO REFUNDS for No-Shows. A \$25.00 service charge will be placed on all returned checks.

**Important:** We want to make this event profitable and successful for everyone. If you have special requests or requirements, we ask that you communicate them to the Riverfest Committee in advance. The committee will consider all requests but cannot guarantee that they will be honored. ***If you arrive to the event with any changes in what you have stated and agreed upon, you will not be permitted entry and no refund will be made.***

It is agreed that all rules and regulations attached to this agreement are a part thereof and that no agreement other than those contained herein shall be binding upon the parties unless in writing and signed by an official of the Conway Chamber of Commerce.

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Printed Name: \_\_\_\_\_ Title: \_\_\_\_\_

*By signing this form you are agreeing to the information listed on this application and the terms of participation.*

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Questions? Contact the Conway Chamber of Commerce at (843) 248-2273 or at [info@ConwaySCChamber.com](mailto:info@ConwaySCChamber.com).

**How to Apply:**

**Application Submission Checklist:**

- Completed & Signed Application
- Full Menu (including estimated portion size and prices)
- Entry Fee or Credit Card Authorization Form

**Apply in person:**

Visit the Conway Chamber of Commerce office Monday – Friday between the hours of 9 AM and 5PM.

Conway Chamber of Commerce  
203 Main Street  
Conway, SC 29526  
(843) 248-2273

**Apply by mail:**

Mail application with appropriate fee (payable to the Conway Chamber of Commerce) to:

Conway Chamber of Commerce  
P.O. Box 831  
Conway, SC 29528

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**WE ENCOURAGE YOU TO TAKE ADVANTAGE OF THIS GREAT OPPORTUNITY TO PROMOTE  
YOUR BUSINESS OR ORGANIZATION!**

*To become a member of the Conway Chamber of Commerce,  
please call (843) 248-2273*

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**TERMS OF PARTICIPATION AGREEMENT**  
(Food Spaces)

1. **Space:** Spaces will be assigned on a first come, first served basis as determined by the Riverfest Committee. Each restaurant will be provided a 10' wide (across the front) X 20' deep space. If additional space is required, there may be a minimum additional charge. Advance notice must be given for any additional space requirements or the vendor will not be allowed to set up and no refund will be given. Vendors will be required to provide all tents, manpower, tables, chairs, etc. which they may need.
2. **Opening and Closing Dates of Riverfest:** The participating restaurant must be set up and be completely operational by 9:00 AM. On Saturday, June 24<sup>th</sup> , 2023 and continue to operate until the close of activities at 10:00 PM. No vehicles will be allowed on site after 9:00 A.M. and prior to 10:00 PM respectfully. **This requirement will be strictly enforced by the Police at our request.**

The participating restaurant shall be responsible for removing all of its equipment, fixtures, inventory and other property from its booth.

3. **Decoration of the Space:** The participating restaurants are encouraged to decorate each space in a manner either consistent with the theme of their establishment or utilizing a patriotic theme. All decorations should be flameproof.
4. **Use of Food Space:** The participating restaurant shall sell at its tasting center only the food items reported to the Committee during the application process. ***No alcoholic beverages, or "glow in the dark" products or souvenirs may be sold by a participating food vendor. Failure to abide by this term will result in the immediate closing of your space and no refund will be issued.***

The participating restaurant shall sell food items at its appointed space only.

The participating restaurant shall provide adequate personnel for the operation of its booth during normal operating hours.

The participating restaurant shall comply with rules and regulations of the City of Conway and the State of South Carolina, and the participating restaurant agrees to hold harmless the Conway Chamber of Commerce, its officers, directors, representatives, employees and agents from any penalties, fines, costs, expenses or damages from the participating restaurants failure to do so.

5. **Care of the Space Area:** The participating restaurant shall maintain its space area in a neat, safe and orderly condition. The participating restaurant shall remove all rubbish and trash from its space area as needed.

Food vendors are required to provide grease catchers for equipment so no grease spilled onto festival grounds.

The participating restaurant shall surrender its space to the Conway Chamber of Commerce at the end of the activities in the same condition as when the participating restaurant initially occupied the space.

The participating restaurant shall be responsible for all damage by its employees, patrons or guests to its space area during its occupancy thereof, and shall pay to the Conway Chamber of Commerce such amount as shall be sufficient to restore such space to the same condition as when the participating restaurant initially occupied the same.

6. **Setting up and Dismantling Area:** The participating restaurant shall be responsible for setting up and removing its own equipment, fixtures, inventory and other property. The Conway Chamber of Commerce shall be responsible for cleaning up used serving items and other trash in the common area during the event. The festival will have volunteers on hand with golf carts should vendors need help in restocking supplies, etc. Under no circumstances, will participants be permitted to come and go beyond the rules/times as stated. Again, this requirement will be strictly enforced, please arrive on time.
7. **Storing Area:** The participating restaurant shall be responsible for receiving and storing its food and related items.
8. **Liability:** The Conway Chamber of Commerce, The City of Conway, Horry County, Burroughs Company, Inc. nor any adjacent property owner shall not be liable for any loss or damage to the property of the participating restaurant, or of its representatives, employees, agents, patrons and guests, because of fire, robbery, accidents or any other cause whatsoever that may arise from the participating restaurant's use or occupancy of its space. The participating restaurant agrees to indemnify and hold harmless the Conway Chamber of Commerce and its officers, directors, representatives, employees and agents, the City of Conway and its officers, directors, representatives, employees and agents, Horry County and its officers, directors, representatives, employees and agents, Burroughs Company, Inc. and its officers, directors, representatives, employees and agents, against any and all claims of any person whomsoever from the acts or omission of the participating restaurant, its representatives, employees, agents, patrons or guests.
9. **DHEC:** Representatives from the Department of Health and Environmental Control will be in attendance. It is the responsibility of the participating restaurant to be in compliance with state rules and regulations.
10. **Failure to Hold Riverfest:** In the event that Riverfest is not held for any reason whatsoever, the participating restaurant hereby releases Conway Chamber of Commerce and its respective officers, directors, representatives, employees and agents, from any and all claims for damages, which might arise in the consequence of Riverfest.
11. **Sub-letting or Assignment:** The participating restaurant shall not sublet or assign its space, in whole or in part, without first obtaining the written consent of the Conway Chamber of Commerce.
12. **Miscellaneous:** The Conway Chamber of Commerce reserves the right to approve the menu to be used, the price to be charged for each item and any other activity by the participating restaurant at its space.



## **FIRE RESCUE OUTDOOR VENDOR/EVENT GUIDELINES**

The City of Conway Fire Rescue has implemented the following guidelines that must be followed while vendors are participating in outdoor events. The City Fire Marshal will be performing inspections of vendors prior to the beginning of the event.

- All Tents 400 square ft. or larger, will not be allowed without prior approval from the Fire Marshal.
- Cooking will not be allowed under any **Tents**, unless prior approval is obtained from the Fire Marshal.
- A 12 foot walkway must be placed between every fifth tent/vendor.
- All Membrane/Air Inflated Structures (Inflatable Structures/Moonwalks/Bounce Houses) must meet the NFPA 701 Standard and have a permanently affixed label identifying the material/fabric and size of the structure.
- All Tents and Membrane/Air Inflated Structures shall be properly anchored as to withstand the elements of weather and to prevent collapse.
- “NO SMOKING” is allowed under any tents regardless of size.
- All outside cooking that will be producing any grease laden vapors (Deep fat fryers) must have a **Class K Fire Extinguisher**. Surface cooking equipment must have a minimum of a **5 lb. ABC Fire Extinguisher**. Surface frying will not be allowed. (Ex: a cooking vat on top of a stove containing more than one inch of cooking oil or grease.)
- Vendors that are only “warming” food must have a minimum of a **5 lb. ABC Fire Extinguisher**.
- All self- contained vendors (Ex: Portable kitchen that is in a trailer) must have a hood system and meet the NFPA 96 standard.
- All LP Gas cylinders must be a minimum of 10 feet from any cooking appliance and secured in an upright position.
- Extension cords must be commercial grade. (Minimum 12 gauge and must have a ground.) All extension cords must be secured so as to not create a trip or fall hazard. The use of multi-plug adapters is allowed as long as the amperage rating of the adapter is not exceeded.

Thank you for your assistance. If you have any questions regarding the guidelines set by the City of Conway Fire Rescue, please contact the Fire Marshal at (843)248-1720.