



Riverfest 2024

Saturday, June 29, 2024 | 11 a.m. to 10 p.m.

www.ConwayRiverfest.com

Artisans Market Application

Arts & Craft Vendors,

We welcome your interest in the 2024 Riverfest Festival hosted by the Conway Chamber of Commerce on Saturday, June 29, 2024. 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 29th, 2024.

Please note that all vendor applications must go through an approval process. Artisan vendors should only exhibit handmade items. Vendors with resale items should apply to become a Business Expo vendor. It is the intent of the Artisan Committee to ensure that a variety of quality merchandise is exhibited. A limited number of artisans with like goods will be accepted. 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: Each Artisan booth space is \$100 and is a 10' x 10' space. If additional space is needed, additional booth space must be purchased. Artisan vendors will be required to provide all tents, manpower, tables, chairs, etc. which they may need. Electricity is not available. We ask that participants have all equipment, fixtures and inventory in their space by 9 a.m. on Saturday, June 29th.

Vendor Permits: You are required to have a South Carolina Department of Revenue Arts & Craftsman License (no exceptions). The City of Conway one-day permit will be included in your application fee.

Vendor Name _____

Name _____

Address _____

City _____ State _____ Zip _____

Telephone _____ Email: _____

Type of craft(s): _____

SOUTH CAROLINA ARTS & CRAFTSMAN LICENSE NUMBER: _____
(Required by State Law – No Exceptions)

**Note:* All participants in Craft Shows are required by the State to obtain an Artisan Retail License. This license costs \$20, and can be obtained through the SC Department of Revenue, (803-896-1350), and is good for a lifetime. www.dor.sc.gov/tax/arts-and-crafts

Artisans Market Vendor Space (10'x10')\$100 x ____ = \$ _____

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

Applications must be received by Friday, May 31, 2024 for consideration. NO REFUNDS for cancellations made after Wednesday, May 1, 2024. NO REFUNDS for No-Shows. A \$35.00 service charge will be placed on all returned checks.

Signature: _____ **Date:** _____

Printed Name: _____

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

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

How to Apply:

Application Submission Checklist:

- ___ Signed Application
- ___ Photographs of Goods
- ___ 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

Terms of Participation Agreement

(Artisan Market)

1. **Space:** Each Artisan Vendor will be provided a 10 x 10 space. Artisan 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 Artisan must be set up and completely operational at the site no later than 9:00 a.m. on Saturday, June 29th and continue to operate until the close of the day's activities at 10:00 p.m. No vehicles will be allowed on site after 9:00 a.m. Breakdown will begin at 10:00 p.m. The participating exhibitor shall be responsible for removing all of its equipment, fixtures, inventory and other property from its space.
3. **Care of the Space Area:** The participating Artisan Vendor shall maintain its space area in a neat, safe and orderly condition. The participating Artisan Vendor shall remove all rubbish and trash from its space area as needed. The participating Artisan Vendor shall surrender its space to the Conway Chamber of Commerce at the end of the activities in the same condition as when the participating Artisan Vendor initially occupied the space. The participating Artisan Vendor 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 Artisan Vendor initially occupied the same.
4. **Setting up and Dismantling Area:** The participating Artisan Vendor shall be responsible for setting up and removing its own property. The Conway Chamber of Commerce shall be responsible for cleaning up trash in the common area during the event.
5. **Liability:** The Conway Chamber of Commerce, the City of Conway, Horry County nor any adjacent property owner shall not be liable for any loss or damage to the property of the participating Artisan Vendor, or of its representative, employees, agents, patrons and guests, because of fire, robbery, accidents or any other cause whatsoever that may arise from the participating exhibitor's use or occupancy of its space. The participating Artisan Vendor agrees to indemnify and hold harmless the Conway Chamber of Commerce and its officers, directors, representatives, employees and agents, Horry County, its employees and agents and The City of Conway, its employees and agents, against any and all claims of any person whomsoever from the acts or omission of the participating Artisan Vendor, its representatives, employees, agents, patrons or guests.
6. **Failure to Hold Riverfest:** In the event that Riverfest is not held for any reason whatsoever, the participating Artisan Vendor hereby releases the 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.
7. **Sub-letting or Assignment:** The participating Artisan Vendor shall not sublet or assign its space, in whole or in part, without first obtaining the written consent of the Conway Chamber of Commerce.
8. **Miscellaneous:** The Conway Chamber of Commerce reserves the right to approve the items to be sold, and any other activity by the participating Artisan Vendor at its space. The Conway Chamber of Commerce, through Riverfest, does not make any guarantees on spectator attendance. The participating Artisan Vendor agrees to accept as conclusive and binding the decision of the Conway Chamber of Commerce as to any dispute between participating Artisan Vendor and any other participating Artisan Vendor or exhibitor or any person attending the Riverfest or as to any matter not covered by these Terms of Participation Agreement.

MAYOR
BARBARA JO BLAIN

MAYOR PRO TEM
LARRY A. WHITE



COUNCILMEMBERS
AMANDA BUTLER
WILLIAM M. GOLDFINCH IV
JULIE ANN HARDWICK
BETH HELMS
JUSTIN D. JORDAN

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.

VENDOR GUIDELINES FOR SPECIAL EVENTS AND EXHIBITIONS

OPERATIONAL FIRE PERMITS ARE REQUIRED FOR THE FOLLOWING

- Mobile food preparation vehicles equipped with appliances that produce smoke or grease-laden vapors
- Liquid Propane Gas (LPG) storage and use
- The burning of trees, brush and undergrowth on lands within the corporate city limits of Conway where such land has been cleared for development and kindling of bonfires for public assemblage or ceremonial purposes
- Outdoor assembly event with planned attendance in excess 1,000 persons
- Indoor tradeshows or exhibitions
- Temporary membrane structures and tents having an area in excess of 400 square feet
- Carnivals, Fairs, and Amusement Buildings
- Pyrotechnic and fireworks special events
- Open flames and candles – Use of in connection with any assembly area including dining areas of restaurants, drinking establishments, and theaters

TENTS AND MEMBRANE AIR INFLATED STRUCTURES

- Tents having one or more sides limited to 400 square feet. Tents open on all sides limited to 700 square feet. Aggregate area of multiple tents side by side limited to 700 square feet total with 12-foot fire breaks between the tents
- Cooking will not be permitted under any tents, unless prior approval is obtained from the Fire Marshal and utilizing a tent rated for cooking. These tents shall have the appropriate NFPA signage attached
- All membrane/air inflated structures (Inflatable structures/moonwalks/bounce houses) must have a permanently affixed NFPA 704 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” - smoking is not permitted under any tents or membrane structures regardless of size

FIRE EXTINGUISHERS

- All cooking vendors shall supply their own fire extinguishers. All fire extinguishers shall comply with NFPA. All fire extinguishers shall have a valid/dated inspection tag and an inspection within the last calendar year
- Outside Cooking: 10-lb type ABC
- Cooking within 3’ of tent/canopy: 20-lb type ABC
- Fat fryers (vegetable oil): 2 1/2 - 5-gallon type K
- 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 type ABC Fire Extinguisher. Surface frying will not be permitted. (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 type ABC fire extinguisher

MOBILE FOOD TRUCKS/TRAILERS/CART OR SIMILAR

- All self-contained vendors (Ex: Portable kitchen that is in a trailer/food truck) 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
 - Vehicles equipped with LP gas equipment shall have an LP gas alarm
 - Vehicles equipped with compressed natural gas (CNG) equipment shall have a methane alarm
- GENERATORS AND FLAMMABLE/COMBUSTIBLE FUEL STORAGE**

- Must be safely guarded from the public right of way
- If mounted, the generator must be securely mounted and shall not impact propane/natural gas systems
- On-sight fuel for generators must be kept in a U.L. listed Type 1 or Type 2 safety can
- The maximum size of one individual container is 5 gallons

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.