



44th LEXINGTON MEDICAL IRMO OKRA STRUT FESTIVAL

2017 EXHIBITS ♦ ARTS ♦ CRAFTS

The Irmo Okra Strut is currently accepting applications for participation in the 2017 festival. Please complete and return this application **with your payment by Thursday, August 31, 2017**. Applications received after the deadline will be considered if space remains available. **Please carefully read the enclosed Policies and Procedures before signing the application.**

**KEEP the Policies and Procedures information for your own records.*

Saturday, September 30th (10:00 AM – 10:00 PM)

Please be advised that the festival has new extended hours on Saturday night, until 10:00 PM.

If you prefer, you can leave between 4:30 PM and 6:00 PM, or choose to stay for the entire festival.

Select your preference below:

STAY ENTIRE FESTIVAL (UNTIL 10:00 PM) LEAVE EARLY (BETWEEN 4:30 and 6:30 PM ONLY)

NEW APPLICANT PREVIOUS APPLICANT

ORGANIZATION _____ CONTACT _____

ADDRESS _____

Street

City

State

Zip Code

CONTACT: BUSINESS () _____ Home/Cell () _____ Fax () _____

E-MAIL ADDRESS: _____

Please list your current email so that we may send you updates

Please select your business type:

HANDMADE ARTS & CRAFTS \$95 SPACE FEE

BUSINESS/COMMERCIAL EXHIBIT \$150 SPACE FEE

COMMUNITY / NON-PROFT EXHIBIT \$35 SPACE FEE

SALES ITEMS: Please list all of your merchandise items below (if more than 12, list on back of application).

Approved sales items will be indicated on your confirmation.

ITEM / DESCRIPTION		ITEM / DESCRIPTION	
1		7	
2		8	
3		9	
4		10	
5		11	
6		12	

TYPE OF UNIT (select one): TENT TRAILER OPEN DISPLAY PUSH CART

OTHER _____

LENGTH (unit frontage) _____ **DEPTH** (front to back) _____

Your unit, including awnings and towing apparatus, must fit into your designated space. Space is limited and there will be no room for flexibility once spaces are assigned.

NUMBER OF SPACES REQUESTED _____

ELECTRICAL SERVICE REQUIRED? (check one): Yes No

If Yes, Voltage required (check one): 110V - \$75 per space 220V - \$125 per space

****NOTE: Electrical service drops are not available for every vendor space. Electrical service cannot be guaranteed.***

AGREEMENT

I, the undersigned, wish to participate in the 2017 Okra Strut and have read and understand the policies and procedures attached on this application. I agree to abide by these policies and those that will accompany the confirmation if accepted for participation. I understand that no refunds will be made for inclement weather.

I, the undersigned, agree to be responsible for any loss of property or personal injury during the 2017 Okra Strut Festival and further release and indemnify festival management, the Okra Strut Commission and the Town of Irmo from any claims resulting there from.

I, the undersigned wish to participate in the 2017 Okra Strut and have read and understand the policies and attached.

Signature _____

Date _____

PAYMENT Make check or money order payable to: Irmo Okra Strut P.O. Box 406 Irmo, SC 29063

Complete, sign, and return this application with your payment. **Be sure to enclose application, photos and all fees.**

TOTAL AMOUNT ENCLOSED \$ _____ (INCLUDE ELECTRICAL FEE IF REQUESTED)

****Space fees are refundable only if applicant is not accepted to participate. There is no rain date****

FOR OFFICE USE: DATE RECEIVED _____ AMT PD _____ CK/MO# _____ ID _____



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PLEASE READ THE POLICIES AND PROCEDURES GUIDELINES VERY CAREFULLY.

In addition to **Okra Strut Policies and Procedures**, all participants are required to comply with State, County and local codes and regulations. FOOD vendors will be subject to inspection by DHEC and the Irmo Fire Marshall.

1. APPLICATION PROCESS

- A. COMPLETION PROCESS** – Application must be completed, signed, and returned by the deadline indicated and must include all non-refundable fees (unless applicant is not accepted for participation).
- B. CONFIRMATION OF ACCEPTANCE** – If accepted for participation, a confirmation will be mailed containing check-in time, your space number, map, and other applicable information.
- C. NOTIFICATION OF REJECTION** – If applicant is not accepted for participation, a notice explaining the reason for rejection and a refund check will be mailed to applicant promptly.
- D. PHOTO** – All NEW APPLICANTS must provide a photo of their unit with their application. Photos will NOT be returned. This includes arts and crafts, food, and amusements, and commercial and non-profit exhibits.

2. ON-SITE SALES & UNIT GUIDELINES

A. CHECK-IN and SET-UP PROCEDURES

SATURDAY VENDORS – may access the site and set-up between 6:30 am – 9:00 am. **All vehicles, trailers or other large objects must be removed from the site by 9:30 AM. There are no exceptions to this rule.** Only approved support and supply vehicles will be permitted to remain on the festival site. Vehicles may access the site after 10:00 PM or when safe to do so.

ANY PARTICIPANT WHO FAILS TO ARRIVE DURING THE CHECK-IN TIME WILL BE CONSIDERED A NO SHOW AND THE SPACE MAY BE RE-ASSIGNED.

B. SPACE ASSIGNMENT – Participants are assigned a space with a corresponding ID number. Participant cannot sublet, assign, or donate their space in whole or part without permission of festival management.

C. UNIT OPERATION AND SALES – Unit must be operational during official festival hours. PARTICIPANT WILL BE PERMITTED TO SELL OR GIVE AWAY APPROVED ITEMS ONLY. Food, beverage and amusement vendors will be allowed to accept cash and/or credit cards if they want to process them.

D. SIGNAGE – Participants are responsible for signage. Signage must be contained within assigned space.

E. CLEAN UP – Each participant must clean up his/her designed area during the day with a final clean up at the end of the day. Trash and recycling receptacles will be on site.

F. TAXES – Participant is responsible for SC sales tax, if applicable. It is the participants responsibility to file the necessary forms with the SC Tax Commission. For tax information, call (803) 737-4788.

G. SAFETY – All participants must comply with all fire and safety guidelines explained in the confirmation material.

H. FOOD SALES – The sale of food or beverage products is strictly limited to approved food vendors.

I. PRODUCT/SERVICE EXCLUSIVITY - No participant will be granted exclusivity of products, business or services.

J. RESTRICTED SALES/GIVE-AWAY ITEMS – The sale of the following items is strictly prohibited: any type of **GLOW PRODUCTS, SILLY STRING OR SIMILAR PRODUCTS, OR ALCOHOLIC BEVERAGES.**

3. FESTIVAL SERVICES

A. ELECTRICAL SERVICE – Electrical service is limited and not guaranteed and must be requested at time of application. If service is provided, it will be indicated on your confirmation.

B. SECURITY – Overnight security is provided on the festival site. However, festival management cannot be responsible for lost merchandise or material due to theft or vandalism.

4. GENERAL INFORMATION

A. LIABILITY – Neither the Irmo Okra Strut Commission, The Town of Irmo, Richland county, Lexington County nor any of their representatives, employees, agents, patrons, guest, or sponsors shall be liable for any loss of damage to the property of any participant due to fire, robbery, accident, or other cause that may arise from participant's use or occupancy of participant's assigned space during the festival.

B. INSURANCE – All participants shall be responsible for liability insurance and must provide a **CERTIFICATE OF INSURANCE FROM THEIR INSURANCE CARRIER.** Vendors will not be accepted if this certificate is not received.

C. REFUNDS – No participant refunds will be made due to inclement weather. Space fees are refundable only if applicant is not accepted to participate.

D. REMOVAL - Festival officials reserve the right to close down and remove any participant that is not adhering to festival policies and procedures, deemed obnoxious or performing activities not in keeping with festival tradition. **This includes selling or giving away items that have not been approved by the Okra Strut Commission to sell or give away.**

APPLICATIONS WILL NOT BE PROCESSED WITHOUT REQUESTED INFORMATION, PHOTO (if applicable), AND APPROPRIATE FEES, THE OKRA STRUT COMMISSION RETAINS THE RIGHT TO DENY PARTICPATION OF ANY VENDOR WHOSE SALES ITEMS DO NOT COMPLY WITH FESTIVAL CRITERIA OR PHILOSOPHY.