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# 2019 BEAUFORT SHRIMP FESTIVAL

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October 4-5, 2019 | Henry C. Chambers Waterfront Park | Beaufort, SC

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## Event Hours

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October 4, 2019  
Festival: 6-10 p.m.

October 5, 2019  
5K race: 8 a.m.  
Festival: 11 a.m.-5 p.m.

## Application Process

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The Beaufort Shrimp Festival is produced by The Beaufort Regional Chamber of Commerce and its partners. We accept food vendors until the event is full. This application must be completed to be considered, however, does not guarantee acceptance. You will be notified of your status within 1-7 business days of returning the completed application.

In an effort to keep the festival true to its purpose, restaurants located in Northern Beaufort County with all required licenses and permits will receive primary application status.

The Beaufort Regional Chamber of Commerce reserves the right to accept or refuse vendors for any reason.



## Food Vendor Rules & Regs

**PAYMENT/FEES:** The restaurant participation fee is \$400 for Chamber members, \$450 for non-members or 15% of gross ticket sales up to \$8,000.00, whichever is higher. The minimum participation fee of \$400/\$450 is due with application. Your booth is to sell food only; no promotional products or beverages. We will not process your fees unless you have been accepted into the festival. An additional 10x10 space may be purchased for an additional \$250 as space allows. Please make checks payable to the Beaufort Regional Chamber of Commerce. Your booth space may not be shared with any other business or organization.

**REFUND POLICY:** All funds are committed to the production, promotion, marketing and advertising of the festival. For these reasons, refunds are not available. In the event that the festival is canceled, every effort will be made to make the event up on another day.

**MANDATORY MEETING:** The City of Beaufort requires all food vendors to attend a meeting with event organizers and City staff & contractors. This meeting is mandatory and failure to send a representative could result in your forfeit of participation in this and future events with no refund of your fee. This meeting will be held Friday, September 27 at 9 a.m. at City Hall in the Executive Conference Room. 1911 Boundary Street, Beaufort.

**TICKETS:** Food and beverages are purchased with tickets sold by the Beaufort Regional Chamber of Commerce. Only official Beaufort Shrimp Festival tickets will be accepted. You will be given the official ticket color at the mandatory meeting Friday, September 27. You will not be paid for tickets from other events (including previous Shrimp Festivals) or generic tickets. Further instructions including redemption checks for your tickets will be given at the mandatory meeting Friday, September 29.

**WHAT WE PROVIDE:** Included in your application fee for the festival, unless otherwise stated, is a 10-ft x 10-ft approved tent with 1 strip light, two 8-ft tables, an additional 5 feet behind your tent for cooking, and carpet. Electricity will be available. You must provide your own extension cord. Allotted space will be measured and strictly enforced. \*Due to weight restrictions, food trucks and are not allowed in Waterfront Park.

**BEVERAGE & OTHER PRODUCTS POLICY:** The Beaufort Regional Chamber of Commerce is the only beverage (alcoholic and non-alcoholic) vendor at the festival.

**FOOD PORTIONS, PRICING & LICENSES:** You are required to use SC Wild Caught Shrimp – no imports. We expect 6,000-8,000 guests at this event. Please limit your portion sizes! This event is intended to give guests an opportunity to sample a variety of foods at different booths. At least one item must be sold for 3 tickets to encourage the theme of the event. Serve 'tastes', not full meals. All licenses and permits must be in order and up-to-date. You will not be allowed in the event otherwise and will not receive a refund of your fees.

**SETUP:** Your booth location will be provided to you at the mandatory meeting Friday, September 27. You will also sign up for a load-in time at the meeting. Set up will be between 9 a.m. and 4 p.m. on Friday, October 4. Please be courteous of each other, festival staff, and visitors. Unload your items neatly and quickly and clear loading zones in a timely manner. Check in with an event organizer upon your arrival to make sure your booth space hasn't changed. You will be required to produce your required items before setup. You are expected to be fully set up 1 hour before the event begins. The fire department will come around at that time for inspections. **DRIVING IN THE PARK IS ABSOLUTELY PROHIBITED.**

**PARKING:** Parking for restaurants will be provided in the empty lot on North Street, behind the Santa Elena History Center. Due to the total amount of vendors and the size of the lot, this area is only for the vehicle bringing your equipment. Please do not abuse this parking lot. If you choose not to park in this lot, you will be responsible for following all parking rules and regulations by the City. Reserved parking closer to the event venue may be purchased by calling Park Beaufort at 843.379.9330. Note: if you are coming from Lady's Island, the Woods Memorial Bridge and Bay Street will be closed for the 5K run between the hours of 8 a.m. - 9 a.m. on Saturday, October 5. Please use the New Castle Street entrance into the Marina parking lot.

HEALTH, SAFETY & FIRE: You must provide plywood to be placed under cooking equipment outside your tent. All areas should be covered - from cooking stations to serving stations to keep grease off the ground. We are providing carpet for the space under your tent. The plywood you will bring is required by the City of Beaufort for additional protection of the City's property.

You must also bring a fire extinguisher. If you are cooking with grease, you are required to have a K-rated fire extinguisher. OSHA-approved containers are required for the disposal of cooking grease.

GREASE/TRASH: Each restaurant is responsible for disposing of all the trash generated through their food service – including supply boxes, food waste, grease, and dirty water. Trash containers will be on-site for all waste EXCEPT FOR GREASE CONTAINERS AND DIRTY WATER. DISPOSAL OF GREASE AND DIRTY WATER IS THE RESPONSIBILITY OF THE RESTAURANT AND MAY NOT BE DISCARDED IN THE ROAD, GUTTERS, DRAINS, DOWNTOWN TRASHCANS OR OTHER PERMANENT INFRASTRUCTURE IN DOWNTOWN BEAUFORT INCLUDING MULCH BEDS AND GRASS. Anyone found doing this will be responsible for any & all environmental cleanup costs & subject to prosecution by city or state officials. Please take any leftover grease, dirty water and cooking materials with you and dispose of them properly. If you have clean water (meaning you would drink it), a representative from The Greenery, Inc. can instruct you of where you can discard it. Do not dump even clean water on the grass. Please instruct your staff of all clean up rules and regulations and inform them it is imperative that they follow these rules.

BREAKDOWN: Cannot begin until 4 p.m. on Saturday. Large equipment will not be pulled out until 5 p.m. or until the crowd thins out. No golf carts or Gators will be allowed in the Park until it is deemed safe by festival personnel. Before departure, vendors are required to check out with festival personnel for inspection of your area. This includes: trash clean-up and any damage done to the brick, tabby paving, grass or any plants. You will be held responsible for repair and replacement costs.



For questions regarding any of the above-listed rules and regulations, contact:

Janessa Lowery, Communications & Events Manager

[janessa@BeaufortChamber.org](mailto:janessa@BeaufortChamber.org), 843-525-8537

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**Please complete and return with payment to: The Beaufort Regional Chamber of Commerce, P.O. Box 910, Beaufort, SC 29901**

*Applications & fees accepted in person at: 701 Craven Street in downtown Beaufort*

Name of Restaurant:

Primary Contact Name:

Billing Address:

City:

State:

Zip:

Phone:

Email:

Restaurant participation fee is \$400 for Chamber members, \$450 for non-members, or 15% of gross ticket sales up to \$8,000.00, whichever is higher. The minimum participation fee of \$400/\$450 is due with application and is non-refundable.

Fee + Additional Space \_\_\_\_\_ (\$250 per 10') =

PAYMENT METHODS: Check: payable to The Beaufort Regional Chamber of Commerce or

Credit Card: VISA, MASTER CARD or DISCOVER

Card Number:

Expiration Date:

V-code:

\_\_\_ I agree to abide by the rules stated.

\_\_\_ If these guidelines are not upheld, my booth will be closed immediately & my fees will not be refunded

\_\_\_ I understand that there are no refunds or rain checks due to inclement weather.

\_\_\_ I further understand that I will be responsible for any loss or damage to my equipment or for personal injury during the course of The Beaufort Shrimp Festival and release the Beaufort Regional Chamber of Commerce and the City of Beaufort from any claim whatsoever there from.

\_\_\_ It is further agreed that I will abide by all rules as set forth by the The Beaufort Shrimp Festival and will hold harmless and release the Beaufort Regional Chamber of Commerce and the City of Beaufort from any civil liability hereunder regardless of the nature, cause, or extent thereof.

SIGNATURE:

DATE: