



Sumter Iris Festival Commission

Dear Crafter,

Please find enclosed an Application for the 2014 Iris Festival Arts and Crafts section. The Festival will be held at the beautiful Swan Lake Iris Gardens in Sumter, S.C. on **May 23rd-25th, 2014**. The Iris Festival is one of the oldest festivals in South Carolina and is consistently listed as one of the top 100 festivals in the United States.

Items in the Arts and Crafts section *must be handcrafted*. No items that have been purchased for resale will be allowed in this area. If your merchandise does not qualify as arts and crafts, you may be interested in applying for the Market Place area instead. Any vendors selling merchandise other than handcrafted items will be asked to leave without refund.

Arts and Crafts will be located near the entrance to the Gardens, across from the Swan Lake Visitor's Center. This is the same location that has worked very well in recent years. While there is no vehicle access in this area, there will be two (2)-hour parking for loading and unloading located near the entrance gate. Because no vehicles may be driven inside the gates, you may bring a hand truck or whatever is needed to quickly transport your items. Unfortunately, the Iris Festival is unable to provide personnel or hand trucks to help with the loading and unloading.

Please read the Application carefully. If you feel you do not meet the qualifications for Arts and Crafts, please request the Market Place Application. If you are not sure or have further questions, please call the Swan Lake Visitor's Center 1-800-688-4748. We hope to see you May 23rd -25th for another spectacular year in the Gardens!

Sincerely,

Sumter Iris Festival Commission

**2014 IRIS FESTIVAL
ARTS AND CRAFTS SHOW**

Prices:	Before May 1, 2014:	12' x 10' single space	\$75.00
		24' x 10' double space	\$140.00
	After May 1, 2014:	12' x 10' single space	\$130.00
		24' x 10' double space	\$200.00

After May 15, 2014: No Applications accepted.

Please return Page Two (2) of the Application with check or money order made payable to **SUMTER IRIS FESTIVAL COMMISSION, Post Office Box 1802, Sumter SC 29151**. All fees are non-refundable. Each crafter must have a Business License from the City of Sumter. To obtain this license (fee is **\$5.00**), please contact the City of Sumter Business License Office at P.O. Box 1449, Sumter, SC 29151-1449, or call (803) 774-1601 during regular business hours (M-F, 8:30 a.m. to 5 p.m.). ***The Business License Application must be made separately; please do NOT return it with your Iris Festival entry form.***

POLICIES FOR ALL CRAFTERS

1. No food or beverages may be sold or given away.
2. RV's and mobile campers are prohibited at Swan Lake Gardens and all festival parking areas. Violators will be asked to leave the premises for the remainder of the event.
3. All exhibitors must be approved by the Committee and are responsible for obtaining their own Business License.
4. Setup time is 7:00 a.m. until 9:00 a.m. No early or late setups will be allowed. There is **no** vehicle access into the Gardens. There will be a two (2)-hour unloading area for those with large items. All booths must be completely set up by 9:30 a.m.
5. Show hours are 10:00 a.m. to 6:00 p.m. on Friday, 10:00 a.m. to 6:00 p.m. on Saturday, and 10:00 a.m. to 5:00 p.m. on Sunday. Breakdown is at 6:00 p.m. on Friday, 6:00 p.m. on Saturday, and 5:00 p.m. on Sunday. **Vendors must be present at all times during these hours on all three days.**
6. All crafters are to provide their own tables, chairs, tents, and other necessary items.
7. The Iris Festival cannot provide personnel to help with setup or breakdown.
8. **No pets are allowed** without proof of medical need.
9. No refunds will be given.
10. Spaces may not be occupied by more than one vendor.
11. Electrical access is limited. Please indicate on your application if electricity is needed. Confirmation letter stating electrical requirements must be presented at check-in for electricity use. **Electricity cannot be provided for fans or other personal items.**
12. Applicant hereby indemnifies the Iris Festival Commission, the City and County of Sumter and subsidiaries and affiliates in the event of loss or damage to goods and personal injury.
13. The Committee reserves the right to refuse entry to any vendor.
14. All items must be handcrafted. Please enclose a picture of the product. The Commission reserves the right to exclude an exhibitor from the Arts and Crafts area if it is determined that an exhibitor's merchandise is not handcrafted. You will be asked to relocate if space available in the Market Place, or leave if this policy is violated. No refunds will be given.
If you have any questions, please contact us at 1-800-688-4748 or 803-436-2640.
15. **All vendor items must be contained within the contracted vendor space. No merchandise or displays are allowed outside your designated 10' x 12' or 10' x 24' space.**

**APPLICATION FOR
2014 IRIS FESTIVAL ARTS AND CRAFTS SHOW**

Keep Page One (1) for your information and return this Application along with your business card, photos and/or a sample of your product, and entry fee to:

**Sumter Iris Festival Commission
Arts & Crafts Committee
P.O. Box 1802
Sumter, SC 29151**

PLEASE PRINT.

DATE _____

CONTACT NAME _____

BUSINESS NAME _____

ADDRESS _____

PHONE NUMBER (DAY) _____ **(CELL)** _____ **e-mail** _____

HAVE YOU PREVIOUSLY PARTICIPATED IN THE IRIS FESTIVAL?

YES _____ **NO** _____ **WHEN (YEAR)** _____

DETAILED DESCRIPTION OF HANDCRAFTED ITEMS (Please use attachment if additional space is needed):

Please check your space request (pricing on Page 1) and indicate amount enclosed:

Single (12'x10') _____ **Double (24'x10')** _____ **Enclosed \$** _____

Electricity (110) requested: YES _____ **NO** _____

ELECTRICAL NEEDS:

The undersigned hereby indemnifies the Sumter Iris Festival Commission, the City of Sumter, Sumter County and subsidiaries, and affiliates in the event of loss or damage to goods and/or personal injury. Undersigned also understands that there are no refunds, and agrees to abide by all rules of the event.

Signature

Date

*Please enclose a stamped, self-addressed #10 envelope for your confirmation packet.
We look forward to seeing you!*



**CITY AND COUNTY OF SUMTER
BUSINESS LICENSE DEPARTMENT**

Mailing Address: P.O. Box 1449, Sumter, SC 29151
Physical Location: 12 W. Liberty St., Sumter, SC 29150
Phone: (803) 774-1601 **Fax:** (803) 774-1688

APPLICATION FOR PROFESSIONAL LICENSE

CLASSIFICATION CODE/CONTROL NUMBER: 5963-8N / N/A

Mailing Information:

Mailing Name: _____

Mailing Address:

Phone Number: _____

Federal Tax ID#: _____

Officer of Firm: _____

Business Information:

Business Name: _____

Location Address:

Emergency Information:

Name: _____

Mailing Address:

Phone Number: _____

GROSS AMOUNT or ESTIMATED GROSS: \$ _____

LOCATION: _____

Seasonal Activities [Not more than two sales periods of not more than three days each year, separate license required for each sale period.]

First \$2,000 \$ 5.00 PLUS

Over \$2,000 \$ 2.50 per thousand thereafter.

Total License Fee Due: \$ _____

This is to certify that the above is a true statement, and that this report corresponds with the records of the business and with the report of same filed or to be filed, for the corresponding period with the South Carolina tax Commission or Insurance Commissioner. I understand that the City/County Ordinance provides for penalties and license revocation for making false or fraudulent statements in the applications and that an authorized agent of the Business License Department may examine and audit the books and records of the applicant, including federal income tax records.

SIGNATURE

TITLE

DATE

In Order to insure proper credit to your account you must return this prepared application. Please verify all information listed, then complete this application.

ALL CONCERNS ARE SUBJECT TO
AUDIT: REPORTED GROSS SUBJECT
TO VERIFICATION WITH INTERNAL
REVENUE SERVICE.

REMITTANCE MUST ACCOMPANY APPLICATION

A PENALTY OF 5% PER MONTH WILL BE ADDED FOR NONPAYMENT BEGINNING FEBRUARY 16TH (CITY)/MARCH 16TH (COUNTY)

(Handled By: _____)