



**2026**

**ARTISAN/MERCHANT VENDORS INFORMATION**  
**May 15<sup>th</sup> – 17<sup>th</sup>**

**PRICING**

<b>Before March 15<sup>th</sup>:</b>	10' x 10' (single space)	\$115.00
	10' x 20' (double space)	\$200.00
<b>After March 25<sup>th</sup>:</b>	10' x 10' (single space)	\$215.00
	10' x 20' (double space)	\$300.00
<b>After April 15<sup>th</sup>:</b>	<b>No Applications accepted</b>	

**Please return page 4 of the Application with check or money order made payable to SUMTER IRIS FESTIVAL COMMISSION, Post Office Box 1802, Sumter, South Carolina 29151.** All fees are non-refundable.

*If you have any questions, contact us at 1-800-688-4748 or 803-436-2640. We look forward to your participation!*

**POLICIES FOR ALL ARTISAN/MERCHANT VENDORS**

1. All exhibitors must be approved by the Commission and are responsible for obtaining their own business licenses.
2. **We do not accept vendors that sell services on-site** (i.e. car repair, home repair, and those looking for others to sell their product). You must have a product/merchandise for sale on-site.
3. **There is very limited spacing for mobile retail trailers.** Once those spaces are filled, no others will be accepted.
4. No food or beverages may be sold or given away unless the items are prepared off-site and prepackaged. This does not include samples of products. (i.e. dips, pre-popped popcorn, sauces, etc.)
5. **The Iris Festival Commission does not provide staff support for setup, breakdown, transporting items to or from vendor spaces, or other operational activities related to vendor businesses during the festival.**
6. **A hand truck or wagon should be brought to the Festival for unloading and setting up your vendor space.** You will not be able to drive or park inside the Gardens. Your vendor space will either be in the grass or on a walking path inside the Gardens.
7. All cars/trucks must park in one parking space to unload. Only vehicles pulling trailers can park along the yellow curb during unloading. This policy will be strictly enforced.
8. Vendors are to provide their own tents, tables, chairs, and other necessary items. Your tent and its contents may stay up all weekend. There will be security each evening. Many vendors lower their tents halfway when leaving for the night to protect their items from the elements.
9. Spaces may only be occupied by the business/persons listed on the application.
10. **No refunds will be given under any circumstances.**
11. **No pets or Emotional Support Animals are allowed in the Gardens.** We welcome service animals defined by the ADA (animals specifically trained to perform tasks for an individual with a disability).
12. **No smoking/vaping/drug use is allowed in the Gardens.**
13. **No weapons, including concealable weapons, are allowed in the Gardens.**
14. **No alcohol may be brought, sold, or consumed in the Gardens.**
15. All vendor items must be contained within the contracted vendor space. No merchandise or displays are allowed outside of your designated 10' x 10' or 10' x 20' space.
16. Mobile homes (campers) or RVs will not be permitted or allowed on the premises of the Gardens or in any Festival parking area. Violators will be asked to leave the premises for the remainder of the event. Even if you

17. use the camper to pull the vendor wagon, it is not permitted on the Gardens' grounds.  
Electricity cannot be provided for fans or other personal items.
18. Please keep your area clean at all times, including trash/debris. All items brought into the Gardens should be taken out of the Gardens at the close of the Festival.
19. Applicant hereby indemnifies the Iris Festival Commission, the City and County of Sumter, Vendor Committee and its members, subsidiaries, and their affiliates in the event of loss or damage to goods and/or personal injury.
20. The Commission reserves the right to refuse entry to any vendor.
21. The Commission reserves the right to exclude an exhibitor if this policy is violated. No refunds will be given.
22. The Iris Festival Commission assumes no responsibility for your compliance with state and federal laws.
23. Discrimination according to race, color, creed, sex, religion, sexual orientation, age, disability/chronic illness, or nationality is not tolerated, nor is disrespect or harassment towards Park and Iris Festival staff.

### **IMPORTANT TIMES/DATES**

1. You must be set up and ready to serve your products by 10:00 a.m. on Friday, May 15<sup>th</sup>. All vehicles must be out of the Gardens by 9:00 a.m. and moved to Vendor Parking. A Vendor Parking placard for your windshield will be provided at check-in. **You may not drive into the vendor locations to restock anytime during the festival.**
2. Show hours are from 10:00 a.m. until 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. Break-down 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 and open for business from the opening of the Festival each morning until closing. **If this is not followed, future applications submitted for the Iris Festival will NOT be accepted.**
3. Premises must be vacated by 7:00 p.m. on Friday and Saturday evenings.
4. **Artisan/Merchant Vendors will have the following options for set-up:**
  - **Wednesday, May 13<sup>th</sup>, between 9:00 a.m. and 3:00 p.m.**
    - You must be out of the Gardens by 4:30 p.m.
  - **Thursday, May 14<sup>th</sup>, between 9:00 a.m. and 2:00 p.m.**
    - You must be out of the Gardens by 3:30 p.m.
  - **Friday, May 15<sup>th</sup> between 7:00 a.m. and 9 a.m.**
    - Limited drive-up space will be available on Friday morning; all vehicles must be unloaded and parked in their assigned parking lots by 9 a.m.
  - **Any vendor missing set-up time will forfeit their space.**
  - **Security will be provided each evening.**

## **LICENSING**

The South Carolina Department of Revenue and the City of Sumter Business License Department may inspect each vendor to confirm proper licensing (if applicable). All vendors must be properly licensed. Please have your licenses readily available at check-in, as they will be checked when you arrive.

*The Iris Festival Commission does not assist vendors in obtaining any licenses or their requirements. Please contact the respective entity regarding your questions. Obtaining proper licensing is the responsibility of the vendor.*

### **City of Sumter Business License:**

- All exhibitors are responsible for obtaining or providing their own City of Sumter Business License.
- If your business is outside of the City of Sumter, you will still need to get a City of Sumter Business License.
- If you are applying for a business license, please allow 5-7 business days for processing.
- Each vendor must have a Business License from the City of Sumter – fees are based on your class rate (fees start at \$25).
- ***Please do not apply for the Business License until you receive your confirmation.***
- To obtain this license, please contact the City of Sumter Business License Office (803) 774-1601 during regular business hours (Monday - Friday, 8:30 a.m. to 5:00 p.m.), email [businesslicense@sumtersc.gov](mailto:businesslicense@sumtersc.gov), or visit <https://www.sumtersc.gov/business-license>.
- **The Business License Application check must be made payable to the City of Sumter; please do NOT return it with your Iris Festival Application.**

### **South Carolina Department of Revenue (SCDOR) License:**

- See SCDOR flyer, **“A Guide to Events & Festivals”**
- Learn more at dor.sc.gov/event-guide

## **Vendor Notice: Iris Festival Parade & Road Closures**

The Iris Festival Parade will take place Saturday at 10:00 a.m. This event will require the temporary closure of Liberty Street (in front of Swan Lake Iris Gardens) from Alice Drive to the Sumter County Civic Center, as well as Alice Drive from Liberty Street to Miller Road. Road closures may begin as early as 9:00 AM, so vendors should plan arrival, travel, and parking accordingly.

Once the parade passes the Gardens, vendors can expect a significant increase in festival attendance and foot traffic.



2026

## ARTISAN/MERCHANT VENDORS APPLICATION

May 15<sup>th</sup> – 17<sup>th</sup>

**Keep pages 1-3 for your information/records.**

*Please return this application, your business card, photos and/or samples of your product, stamped and self-addressed envelope, and the entry fee to:*

Sumter Iris Festival Commission Vendors  
Post Office Box 1802  
Sumter, South Carolina 29151-1802

Contact Name \_\_\_\_\_ Date \_\_\_\_\_

Business Name \_\_\_\_\_

Mailing Address \_\_\_\_\_

Home Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_ E-mail \_\_\_\_\_

South Carolina Retail License Number (if already obtained and applicable) \_\_\_\_\_

Website/Facebook/Instagram \_\_\_\_\_

Have you previously participated in the Iris Festival? No \_\_\_\_\_ Yes \_\_\_\_\_ Year(s) \_\_\_\_\_

Under what business name? \_\_\_\_\_

Detailed description of items (If additional space is needed, please send an attachment.)  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Is your business a mobile retail trailer? \_\_\_\_\_

Please check your space request (pricing on page 1), and indicate the amount enclosed:

Single (10' x 10') \_\_\_\_\_ Double (10' x 20') \_\_\_\_\_ Enclosed \$ \_\_\_\_\_ Check/MO # \_\_\_\_\_

Electricity (110) requested: Yes \_\_\_\_\_ No \_\_\_\_\_ Why is electricity needed? \_\_\_\_\_

Intended day of set up: Wednesday \_\_\_\_\_ Thursday \_\_\_\_\_ Friday \_\_\_\_\_ Intended time of set up: \_\_\_\_\_

Vetting Information: Name, Date of Birth, Sex, and Race of each person who will work at your booth.  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

*The undersigned hereby indemnifies the Sumter Iris Festival Commission, the vendor committee and its members, the City of Sumter, Sumter County and subsidiaries, and their 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.*

**Please enclose a stamped, self-addressed envelope for your response from the Iris Festival Commission.**

Signature \_\_\_\_\_ Date \_\_\_\_\_

**Your application will not be considered without a stamped and self-addressed envelope, payment, vetting information, and photos!**

# Don't already have a license? HOW TO OBTAIN REQUIRED LICENSES

## CITY OF SUMTER BUSINESS LICENSE:

- All exhibitors are responsible for obtaining or providing their own City of Sumter Business License.
- If you have an existing license for City of Sumter, please have a copy for display.
- If your business is outside of the City of Sumter, you will need to get a City of Sumter Business License to participate.
- Licenses must be shown at event check-in.
- If you are applying for a business license, allow 5-7 business days for processing.
- You do not need a License if you are only handing out promotional items and will NOT be making sales.

### City of Sumter Business License Info

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

Email: [businesslicense@sumtersc.gov](mailto:businesslicense@sumtersc.gov)

<https://www.sumtersc.gov/business-license>

View application and details



## SOUTH CAROLINA DEPARTMENT OF REVENUE LICENSE:

1. Artists and crafters participating as vendors only at craft shows and festivals more than four times in a fiscal year, where they are selling products that they have created or assembled, will need the Artist & Craftsman License (\$20) to charge and collect the 6% statewide Sales & Use Tax along with any applicable local taxes.
2. If you sell your products anywhere other than at craft shows, events, or festivals, including online sales, you will need a Retail License (\$50) as described above.

Visit SCDOR for more details and to determine the type of license you require and see chart below.

- Licenses must be shown at event check-in
- When applying, allow 5-7 business days to get license response
- You do not need a Retail License if you are only handing out promotional items and will NOT be making retail sales.

### South Carolina Department of Revenue

<https://dor.sc.gov/tax-education/guides-flyers/events-festivals>

View application and details



## DATES TO KNOW:

- April 15, 2026 - Last day to reserve your vendor space.
- Wednesday, May 13, 2026 - 9 AM - 3 PM Vendor Setup
- Thursday, May 14, 2026 - 9 AM - 2 PM Vendor Setup
- Friday, May 15, 2026 - 7-9 AM Vendor Setup
- **FRIDAY, MAY 15 - SATURDAY, MAY 16 - SUNDAY, MAY 17 - EVENT DAYS**

- **ALL VENDORS MUST BE SETUP BY FRIDAY, MAY 15 BY 9AM AND MUST BE OPEN ALL THREE DAYS.**

