

# 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.

### 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

### 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.**

