



# SHOUTFEST UNITYFEST 2024 VENDOR APPLICATION

October 19, 2024 11 a.m. – 5 p.m.

Beverly D. Clyburn Generations Park

700 Mack Henry Holland Drive, Aiken, SC 29801

DELIVER: Umoja Village, 831 Hayne Avenue, SW, Aiken, SC 29801 \*MAIL: P.O. Box 6645, Aiken, SC 29804 \*OFFICE: 803-226-0150

PRINT CLEARLY TO AVOID DELAYS		BUSINESS INFORMATION	
Company Name			
Company Address			
City		State/Zip	
Contact Name			
Email Address (Mandatory)			
Phone			
<b>SPACE RATES AND FEES</b> Umoja Village is a 501(c)3 tax-exempt organization – 85-4066068.			
<b>Early Bird Registration</b> Early Bird: Now through July 12, 2024		<b>Regular Registration</b> July 13 <sup>th</sup> through September 9, 2024	
<input type="checkbox"/> \$185	<u>GENERAL VENDOR: Regular booth,</u> includes business card size ad in booklet	<input type="checkbox"/> \$225	<u>GENERAL VENDOR: regular booth,</u> includes business card size ad in booklet
<input type="checkbox"/> \$235	<u>TRUCK/TRAILER/CART VENDOR:</u> with business card size ad in booklet (new spacing rules to be enforced) Space is 24x24.	<input type="checkbox"/> \$275	<u>TRUCK/TRAILER/CART VENDOR:</u> with business card size ad in booklet (new spacing rules to be enforced) Space is 24x24.
<input type="checkbox"/> \$50	<u>Church/Nonprofit-</u> does NOT include ad in booklet. Info only. NO SELLING!	<input type="checkbox"/> \$60	<u>Church/Nonprofit-</u> does NOT include ad in booklet. Info only. NO SELLING!
<input type="checkbox"/> \$75	<u>Church/Nonprofit-</u> does NOT include ad in booklet. SELLING ITEMS!	<input type="checkbox"/> \$85	<u>Church/Nonprofit-</u> does NOT include ad in booklet. SELLING ITEMS!
<input type="checkbox"/> \$25	<u>Church/Nonprofit to place business card size ad in booklet.</u> Designer will contact you.	<input type="checkbox"/> \$25	<u>Church/Nonprofit to place business card size ad in booklet.</u> Designer will contact you.
<input type="checkbox"/> \$90	<u>ADD another 12x12 space to original space</u>	<input type="checkbox"/> \$90	<u>ADD another 12x12 space to original space</u>
Booth Name:			
Product/Service Description:		(NOTE: You can only sell items listed in this space; otherwise, the booth will be shut down immediately without refunds.)	
<b>STAFF ONLY</b>			
Date Received:		Amount paid:	Balance due: \$
Received by:	<b>PAYMENT METHOD:</b>		NOTES:

Initial by each statement	VENDOR MUST READ/INITIAL EACH STATEMENT AND SIGN BELOW.
	Please initial here if you are bringing a generator. Indicate how many generators will be used.
	Churches/nonprofits looking to set up booths to hand out or distribute information rather than selling items are assessed the stated fee. If it is determined that items are being sold although the application was for not selling, the booth will be shut down immediately without refunds.
	This agreement is for vendor space(s) only. <b>Vendors are responsible for their own tables, chairs, tents, and power.</b>
	All payments are to be made payable to <b>Umoja Village</b> . All fees are non-refundable. Payment can be made at the Umoja Village Resource Center. Please call the office, 803-226-0150, before coming to ensure the office will be open. We are not typically open on the weekends.
	Food vendors: Food items must be prepared and served subject to the South Carolina Department of Health & Environmental Control. Compliance to SCDHEC/USDA guidelines is the sole responsibility of the vendor. For SCDHEC questions, call 803-642-1637.
	All cooking equipment and open flames must be maintained at a safe distance from customers — preferably to the rear of the vendor’s booth away from traffic. However, you will be allowed to prepare or cook outside in a predetermined space. You must be self-contained and adhere to all food handling and preparation standards to meet the State of South Carolina requirements.
	Umoja Village or the City of Aiken will not be responsible or held accountable for any additional expenses incurred by the participants or vendors other than the fee for space reserved the day of ShoutFest. The organizer of the event, Umoja Village, reserves the right to disallow any merchandise or exhibit they deem unsuitable for the festival.
	Vendor is responsible for their own liability insurance and business license, if needed.
	General vendor space is approximately 12’x12’ or 24’x24’ for trucks/trailers/carts. (Vendor must bring everything needed to set up booth space. If any vendor infringes on the space of another vendor, the offending vendor will be asked to immediately downsize to fit in their assigned allocated space.
	Vendor must be set up by 10:15 a.m. on the morning of ShoutFest. Vendors may start arriving at 8:30 a.m. and not before. The event ends at 5 p.m. Vendors are requested to have all items removed and booths disassembled by 5:45 p.m.
	Vendor must ensure vendor space is clean and all trash is properly disposed of in or near the waste receptacles upon disassembly of vendor booth. We suggest bringing your own, but not necessary.
	Vendor understands there is to be absolutely <b>NO ALCOHOL, FIREARMS, OR TOBACCO PRODUCTS</b> on city-owned parks or outside the immediate entrance to these premises.
	All vendor applications are to be received in the Umoja Village office by 5 p.m., September 9, 2024. Vendors will receive an email or letter in October with final details. <b>Booth assignments will be given upon arrival at the Shoutfest.</b>
	I have read, understand, and accepted the rules and regulations outlined herein. I fully understand that this contract shall become legally binding upon acceptance by Umoja Village.
	<p><b>RESTRICTIONS</b></p> <ul style="list-style-type: none"> <li>• Exhibitors are permitted to sell only those products/services listed on the Shoutfest application and only within the allotted vendor space.</li> <li>• Subleasing will not be permitted. More than one business/company is NOT allowed within a vendor space in accordance to who is listed on the application.</li> <li>• No animals of any kind will be allowed on the Shoutfest premises.</li> <li>• Booth rental is on a first-come, first serve basis.</li> <li>• Rental fees are non-refundable, except in the case of the event being cancelled.</li> <li>• No items or paraphernalia permitted for sale with “Umoja Village</li> <li>• ” or any variation.</li> </ul>
<b>Vendor signature (required):</b>	<b>Date:</b>