

April 30, 2022

TO: Accepted Vendors to the 40th Annual Blue Crab Festival

FROM: Hubert F. Bullard, Jr., CFE, Festival Director

SUBJECT: Vendor / Exhibitor Set Up Information

Welcome! to the 40th annual World Famous Blue Crab Festival in beautiful, historic Little River. Last year's Blue Crab Festival was phenomenal with record attendance, and we expect this year's festival will be even bigger and better.

The Blue Crab Festival is sponsored by the Little River Chamber of Commerce and Visitors Center. The Chamber staff and Board of Directors and the entire festival committee have been working very hard all year to make this the biggest and BEST World Famous Blue Crab Festival ever.

VERY, VERY IMPORTANT INFORMATION FOLLOWS:

Please read this entire memo and be especially aware of your booth location and when you can set up!

VENDOR PACKAGES WILL NOT BE MAILED THIS YEAR BUT WILL BE AVAILABLE FOR PICK UP AT THE LITTLE RIVER CHAMBER OFFICE LOCATED AT 440 HWY 9 EAST, STE. 1 IN LITTLE RIVER SC.

LOCAL VENDORS AND THOSE THAT WILL BE IN THE AREA SHOULD PLAN TO PICK UP VENDOR PACKAGES BETWEEN THE HOURS OF 10:00 AM – 4:00 PM BEGINNING MONDAY, MAY 9 THROUGH NOON FRIDAY, MAY 13 AT THE CHAMBER OFFICE

AFTER 12:00 NOON ON FRIDAY, MAY 13, VENDOR PACKAGES WILL BE AVAILABLE AT THE VENDOR CHECK IN TENT FROM 12:00 NOON UNTIL 7:00 PM AND AGAIN ON SATURDAY MORNING FROM 6:00 AM – 8:00 AM.

Attached to this email is a list of all registered vendors. Please find your name/business on the list along with your vendor space number. A festival map is also attached with all space numbers marked on the map. You should find your space location on the map.

As you receive this letter, final plans are being put in place to make sure you have a very successful festival. We hope that you have a very enjoyable and successful week-end. Please let any committee member know what your needs might be, and we will make every effort to meet accommodate you. For complete information on the festival, please access the festival's website at www.bluecrabfestival.org.

REGISTRATION PACKAGES

This is your Registration Package. Everything you need as a vendor is contained in this package and should contain:

- * vendor wristbands (2 bands per space unless additional purchased)
- * festival layout map with your booth assignment
- * list of all registered vendors with space assignments
- * tag to put on your electric plug if you paid for electricity
- * map that identifies vendor parking locations
- * vendor parking pass
- * tear down / move out information
- *DHEC information for food vendors
- *Little River ShrimpFest 2022 vendor application

When you arrive at the festival, the Information Tent will be open from 12:00 noon on Friday, May 13 (GPS address is 4484 Mineola Avenue, Little River SC.) The Information Tent will close at 7:00 pm on Friday and will reopen on Saturday morning at 6:00 am. If you have picked up your vendor packet during the week or on Friday morning, you do not necessarily need to stop at the Information Tent unless you have a question/problem.

ADMISSION WRISTBANDS

Vendor Wristbands, good for both festival days, will be your admission to the festival. Each vendor receives two wristbands per day per rented space. Additional wristbands are available, good for both days, for \$5.00. Should you have a need to change booth workers, bring the wristband back to the Information Tent and redeem the old wristbands for a new one. **LOST WRISTBANDS WILL NOT BE REPLACED FREE OF CHARGE.** Your wristband is your admission into the festival.

BOOTH ASSIGNMENT

Every effort has been made to honor all special booth/location requests. Booths were assigned based on first come-first served basis.

No vendor will be permitted to move locations for any reason without the express consent of the festival director. Any vendor moving his location without permission will be asked to leave the festival. There will be absolutely no haggling regarding vendor spaces. The festival committee works very hard to have a great representation of arts, crafts, business, and food vendors. Anyone who haggles or engages in conflictive attitude will be asked to leave the festival.

COVID 19 PROTOCOLS

The Blue Crab Festival's planning committee and the Little River Chamber of Commerce are making every effort to keep vendors, patrons, volunteers and all others involved with the festival safe. The festival and Chamber will be adhering to all CDC, DHEC, and all other local, state and national recommendations and requirements that are in place during the festival including the following:

1. It is at the discretion of each vendor as to whether to wear a face covering at the festival.
2. Every vendor must have hand sanitizers in a very prominent location in their booth that is available for use by patrons.
3. Efforts have been made to allow some spacing between vendors. **The space between vendors is not to be used for displaying merchandise but must remain vacant for social distancing purposes.**

VENDOR ELECTRICITY

Because the Blue Crab Festival uses parking lots and streets that typically do not have electrical outlets, the festival strategically places portable power boxes throughout the festival. If your booth requires electricity, and you paid for power, you might need as much as 100' of electrical cord sufficient to power your booth. If you paid for electricity, there is a tag in your vendor package that must be tied near the plug before you plug into the box.

SET-UP: VERY IMPORTANT!!!!

Set-up will be staged for the different kinds of vendors. Set-up times must be strictly adhered to.

Vendors should plan to set up in the following spaces at the times indicated:

Spaces 1 – 21; 79-94; 129 – 142; 143 - 148– Friday afternoon between 1:00 – 6:00 pm

Spaces 149 – 155; 229 – 250; 251 - 267 – Friday afternoon between 3:00 – 7:00 pm

Spaces 156 - 182 -- anytime after 1:00 pm on Fri night, but before 8:00 am on Sat morning

Spaces 268 – 287 – Friday between 1:00 – 9:00 pm

Spaces 22-78; 95-128 Spaces 183 - 228 – anytime after midnight Friday but before 8:00 am Saturday

Spaces 309 – 312; 320-328 – Friday between 1:00 – 5:00 pm

Spaces 300 – 308; midnight Friday but before 2:00 am Saturday

Vehicles must be completely unloaded and vehicle moved before booth set up begins. Space is a premium in such a small space and we must respect others' needs to also set up. Although gates will not officially open until 9:00 am, it is more likely, based on lines at the gates in past years, that the gates will open about 8:30 am.

Loss of Space

Any vendor whose booth is not occupied by 8:00 am on Saturday morning will forfeit that space and that space will be used for any space conflicts or other reason deemed appropriate by the festival vendor chair.

SHOW CLOSING/TEAR DOWN (IMPORTANT!!!)

The Blue Crab Festival will close at 5:00 p.m. on Sunday night. Vendor vehicles will be permitted to enter around 5:30 pm after booth tear down is complete. Exhibitors and vendors will dismantle their entire booth before any vehicle is allowed into the festival area to load. Lot and street security personnel will be on the street and in all parking lots monitoring tear-down and will give vendors a “Entry Pass” only when the booth is completely dismantled and ready for loading. The vehicle will then be admitted into the festival for quick loading and exiting. Vehicles that enter the festival area without an “Entry Pass” or that “sneaks” past the gates will be ticketed by the Horry County Police Department.

PARKING

Although the festival committee does not charge for parking, there are several lots reserved for vendor parking. They will be clearly marked and identifiable on the enclosed festival map.

Official festival parking lots will be clearly identified by banners located at the entrances to those lot. Unless the parking lot is clearly marked as an “official” festival lot, the festival will not be responsible for any parking charges or towing. Please note the vendor parking locations on the festival map. Any vehicle improperly parked or parked in the “official” Vendor Parking lots without a “Vendor Parking” permit displayed on the dashboard may be towed. Only one parking permit per vendor is provided. Other vehicles should be parked in the general parking lots.

HOURS OF OPERATION

The Blue Crab Festival hours will be from 9:00 am until 5:00 pm on Saturday and Sunday. Vendors are expected to remain open during the entire festival. Any vendor that closes early on Saturday should plan to remove his booth from the festival prior to 6:00 am on Sunday.

SECURITY

Horry County Police and the Horry County Sheriffs Department will maintain a strong presence at the festival during operating hours. In addition, private security and Horry County Sheriff's Department officers will patrol the festival grounds from 9:00 pm Friday through 6:00 am on Saturday morning, and from 8:00 pm Saturday until 9:00 am on Sunday morning.

Should there be an emergency of any kind, please report such to the festival management at any festival gate.

GARBAGE

All vendors are expected to properly dispose of their garbage. There is a garbage truck located behind the main entertainment stage.

S.C. SALES TAX

A list of all festival vendors has been provided to the South Carolina Revenue Department. It is extremely important that you complete your S.C. sales tax forms if you do not already have a S.C. tax number.

LITTLE RIVER SHRIMP FEST, OCTOBER 8-9, 2022

An application for the 17th annual Little River Chamber-sponsored Little River ShrimpFest is included in this package. Applications will again be accepted on a first come-first served basis in regard to space assignment.

2023 World Famous Blue Crab Festival

Applications will be available mid October for the 41st annual World Famous Blue Crab Festival scheduled for May 13-14, 2023 and will be processed on a first come-first served basis. Applications will be available in late October 2022.

If you have questions prior to the festival, give Hubert Bullard a call at (843) 385-3180. During the festival, please do not hesitate to find anyone with Blue Crab Festival shirt.. We want to help in every way possible. We are going to have a very good time and another great festival !!!!

FOOD VENDORS ONLY

(PLEASE NOTE ALL ITEMS, ESPECIALLY #3 & #5)

1. Only Pepsi soft drink products are to be sold during the festival, including Aquafina water. Product and ice are available at the stock trucks located behind the Entertainment Stage.
2. Only 20 oz. Pepsi products will be sold at the Blue Crab Festival. The selling price for all 20 oz. soft drinks and water will be \$3.00.
3. Absolutely every food vendor **MUST** have a menu board with food and beverage prices posted for each item sold.
4. Your garbage should be bagged so that it will be picked up at your booth by the garbage company during the day and the end of each day.
5. All food vendors setting up under tents and who are cooking food **MUST** have either plastic or roofing paper on the floor of their concession stand.
6. Each food stand will be inspected by a festival committee member prior to opening for fire extinguishers, menu boards, and floor covering.
7. In keeping with CDC and DHEC protocols, food vendors must have available at each food stand hand sanitizers available for patron use.
8. Food vendors must have a sneeze guard between the serving staff and patron and in front of any food that is cooking.
9. No condiment bottles are permitted. Individual servings of condiments, e.g., salt, pepper, sugar, ketchup, mustard must be used rather than bottles of those condiments.
10. **ALL FOOD VENDORS MUST --- see space assignments for set up times**