



April 30, 2021

TO: Accepted Vendors to the 39th Annual World Famous Blue Crab Festival

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

SUBJECT: Vendor / Exhibitor Set Up Information

Welcome to the 39th Annual World Famous Blue Crab Festival in beautiful, historic Little River. Finally, after a terrible year of the Covid-19 pandemic, festivals, fairs, and other special events are up and running again. Sponsored by the Little River Chamber of Commerce, the Chamber's board 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.

As you receive this letter, final plans are being put in place to make sure you have a highly successful festival. We are very glad that you are participating in our festival and hope that you have an enjoyable and successful weekend. If you have any questions or special needs, the committee will be on site at the festival to help you. Please review the following notes to be better informed about what is going on event weekend. For complete information and updates, 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
- tag to put on your electric plug if you paid for electricity
- map that identifies vendor parking locations
- vendor parking pass
- S.C. sales tax forms
- tear down / move out information
- DHEC information for food vendors
- Little River ShrimpFest application

The Information Tent at 4484 Mineola Ave, will open Friday, May 14th from 12:00 noon to 7:00 p.m. The Information Tent will reopen on Saturday morning at 6:00 am. Staff will be on hand at for assistance and answer any questions you may have.

ADMISSION WRISTBANDS

Vendor Wristbands, good for both days, will be your admission to the festival. Each vendor receives two wristbands 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.**

BOOTH ASSIGNMENT

Every effort has been made to honor all special booth/location requests. Booths were assigned on a first come-first served basis. The festival filled locations much sooner this year than ever before because many vendors rolled their vendor fees from the cancelled events in 2020.

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 extremely hard to have a great representation of arts, crafts, business, food and attractions booths. Anyone who haggles or engages in conflictive attitude will be asked to leave the festival.

COVID 19 PROTOCOLS

The Covid-19 pandemic is still very much a concern. The World Famous 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 local, state, CDC, DHEC, recommendations and requirements that are in place at the time of 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. Vendors are spaced 5-6 from other vendors. **The space between vendors is not to be used for displaying merchandise but must remain vacant for social distancing purposes.**

SET-UP: VERY IMPORTANT!

Set-up day/time is staged based on vendor space location. To ease congestion during set-up, please schedule your set up to your assigned space time.

Vendors are required to set up in the following spaces at the times indicated:

ML 1 – ML 12 – Friday afternoon between 1:00 – 6:00 pm

MR 1 – MR 12 – Friday afternoon between 3:00 – 7:00 pm

CJ 1 – CJ 30 – Fri night after 11:00 pm OR Sat morning

R 1 – R 10 – Friday afternoon 1:00 – 7:00 pm

R 11 – R 20 – Friday afternoon/evening 4:00 – 9:00 pm OR Saturday morning

RH 1-14 – Friday night after 12:00 midnight

S 1 – S 17 – Friday afternoon between 4:00 – 9:00 pm OR Saturday morning

H 1 – H 20 – Friday after midnight, and Saturday morning
H 21 – 47 – Saturday Morning«F2»«F2»«F2»
C 1 – C 22 – Friday afternoon/evening 1:00-10:00 pm OR Saturday morning
E 1 – 18 – Friday afternoon 1:00 – 7:00 pm OR Saturday morning

Vehicles must be completely unloaded and vehicle moved to vendor parking before booth set up begins. Space is a premium and we must respect other’s needs for their set up. Gates will officially open at 9:00 am and vendors must be ready by 8:30 am. Any vendor whose booth is not occupied by 8:00 am on Saturday morning will forfeit that space

SHOW CLOSING/TEAR DOWN - IMPORTANT!

The Blue Crab Festival will close at 5:00 p.m. on Sunday night. Exhibitors and vendors will dismantle their entire booth before any vehicle is allowed entrance to the festival area to load. Lot and street security personnel will monitor tear-down and provide vendors an “Entry Pass” 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 entering the festival area without an “Entry Pass” will be ticketed by the Horry County Police Department.

PARKING

Designated vendor parking is identified on the enclosed festival map. The festival will not be responsible for any parking charges or towing. A vendor parking pass is enclosed in this packet and must be visible on the dash of your vehicle. Any vehicle improperly parked or parked in the “official” Vendor Parking lots without a “Vendor Parking” permit 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 are 9:00 am until 5:00 pm both 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 Sheriff’s 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 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. Forms are included in your package.

LITTLE RIVER SHRIMP FEST, OCTOBER 9-10, 2021

An application for the 16th annual Little River ShrimpFest is included in this package. Special requests will be filled on a first come-first served basis.

2022 World Famous Blue Crab Festival

Applications will be available mid October for the 40th Annual World Famous Blue Crab Festival scheduled for May 14-15, 2022 and will be processed on a first come-first served basis.

If you have questions prior to the festival, give Hubert Bullard a call at (843) 385-3180. We want to help in every way possible. We look forward to 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 is 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. Food vendors 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. Food vendors must have a hand-washing station in your booth.
10. 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.

11. **ALL FOOD VENDORS MUST SET UP BEGINNING AT 12:00 PM ON FRIDAY NIGHT. CHECK IN FOR FOOD VENDORS WILL CLOSE AT 1:00 AM ON SATURDAY MORNING. ANY FOOD VENDOR NOT CHECKED IN AND WHO HAVE NOT BEGUN SETTING UP BY 1:00 AM ON SATURDAY MORNING WILL NOT BE PERMITTED TO SET UP. THERE WILL BE NO FOOD VENDOR SET UP AFTER 5:00 AM ON SATURDAY MORNING. NO REFUNDS WILL BE GIVEN FOOD VENDORS WHO ARE NOT PERMITTED TO SET UP BECAUSE OF TARDINESS.**