



April 19, 2019

TO: Accepted Vendors to the 38th Annual Blue Crab Festival

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

SUBJECT: Vendor / Exhibitor Set Up Information

Welcome to the 38th annual World Famous Blue Crab Festival in historic Little River, SC. Sponsored by the Little River Chamber of Commerce & Visitors Center, the Chamber and the festival committee have been working very hard all year to make this the biggest and best World Famous Blue Crab Festival ever.

We are very glad that you are participating in our festival and hope that you have a very enjoyable and successful week-end. Please let any committee member know if you need anything at all and we will make every effort to accommodate you. Review the following notes to familiarize yourself with what is going on this week-end. 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 (4 bands per space unless additional purchased)
- festival layout map with your booth assignment
- tag identify your electric plug if you paid for electricity
- vendor parking pass
- S.C. sales tax forms
- DHEC information for food vendors
- Little River ShrimpFest application

When you arrive at the festival, should you need information or help, the Information Tent will open at 12:00 noon on Friday, May 17 (GPS address is 4484 Mineola Avenue, Little River SC.) The Information Tent will close at 7:00 pm on Friday evening, and will reopen on Saturday morning at 5:00 am.

You are already registered; therefore, 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, (unless you purchased additional wristbands.) Supplementary wristbands are available 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, but not guaranteed. Booths were assigned on a 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, food and attractions booths. Anyone who haggles or engages in conflictive attitude will be asked to leave the festival.

SET-UP: VERY IMPORTANT!

Set-up will be staged based on location. Set-up times must be strictly adhered to.

Vendors are required to set up AS indicated:

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

ML 1 – ML 18 – Friday afternoon between 1:00 – 6:00 pm

MR 1 – MR 15 – Friday afternoon between 3:00 – 7:00 pm

ML 19-46 – Friday night after midnight or Saturday morning after 5:00 am

MR 16 – 32 – Friday night after midnight or Saturday morning after 5:00 am

WL 1 – 35 – Friday night after midnight or Saturday morning after 5:00 am

WR 3 – 25 – Friday night after midnight or Saturday morning after 5:00 am

CJ 1 – CJ 31 - anytime after 11:00 pm on Fri night, but before 8:00 am on Sat morning

R 1 – R 16 – anytime Friday afternoon 1:00 – 7:00 pm

R 17 – R 29 – anytime Friday afternoon/evening 4:00 – 9:00 pm OR Saturday morning

S 1 – S 24 – Friday afternoon between 4:00 – 9:00 pm

H 1 – H 20 – anytime after Friday midnight, but before 8:30 am on Saturday morning

H 21 – 47 – Saturday between 5:00 am – 8:30 am

C 1 – C 46 – 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 before booth set up begins. Space is a premium and we must respect other vendor's for set up. Gates will officially open at 9:00 am, but due to demand, your booth should be ready by 8:30 am.

Loss of Space

Any vendor whose booth is not occupied by 8:00 am on Saturday morning will forfeit their space and that space will be used as deemed appropriate by the festival director.

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. Official festival parking lots will be clearly identified by banners located at the entrances to those lots. 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 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.

SHOW CLOSING/TEAR DOWN (IMPORTANT!!!!!!!!!!)

The Blue Crab Festival will close at 5:00 p.m. on Sunday night. The gates will open about 5:30 pm. 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 an “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 will be ticketed by the Horry County Police Department.

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 12-13, 2019

An application for the 15th annual Little River Chamber-sponsored Little River ShrimpFest is included in this package. Applications will again be accepted on a first come-first basis in regard to space assignment.

2019 World Famous Blue Crab Festival

Applications will be available mid October for the 39th annual World Famous Blue Crab Festival scheduled for May 16-17, 2020 and will be processed on a first come-first served basis. Applications will both emailed and postal mailed around October 14. Please note that we would like to receive your application early on before we begin accepting new applications.

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 a royal blue Blue Crab Festival shirt, radio, or telephone. We want to help in every way possible. We are going to have a very good time and another great festival!