CONTRACT FOR FOOD VENDOR SPACE:
The 37th Annual Heritage Days Celebration will be held November 7-9, 2019 at Penn Center, St. Helena Island, South Carolina.

APPLICATIONS FOR SPACE:
All applications must be received no later than September 30, 2019. Applications must be accompanied by a money order or cashier's check for full payment for booth rental. Applications by telephone or fax will not be considered.

ASSIGNMENTS FOR SPACE:
Penn Center reserves the right to assign all food space. Vendors will be selected on a first come first serve basis and the quality of the food items for sale.

FOOD VENDOR SPACE:
Vendors must conform to the size of their space and must not obstruct the view of others. All booths are 10' X 15'. Special arrangement may be made for larger space. Vendors not conforming to these specifications, or which, in design or operation is otherwise found objectionable in the opinion of Penn Center will be prohibited.

CONTRACT ACCEPTANCE:
Vendor agrees that unless and until the contract is accepted by Penn Center, it is not binding. All applicants not accepted by a letter of confirmation will receive a refund, less $35.00 processing fee.

TERMINATION OF EXHIBIT:
Should the premises on which the 37th Annual Heritage Days Celebration is to be held become, in the sole judgment of Penn Center, unfit for occupancy, or should the Celebration and exhibits be materially interfered with by reason of strike, picketing, boycott, embargo, Injunction, war, riot, inclement weather, emergency declared by a government agency, or any other act beyond the control of Penn Center, the contract for food space may be terminated. Penn Center will not incur any liability for damages sustained by the food vendor as a result of termination. The food vendor expressly waives such liability and releases Penn Center for all claims for damages and agrees that Penn Center shall have no obligation in such an occurrence.

WITHDRAWAL: Withdrawal of vendor will not be accepted unless written notice of such withdrawal has been postmarked by October 15, 2019. Any food vendor who withdraws by this date receives 50% of amount paid. Any withdrawal request postmarked after October 15, 2019 will forfeit the entire reservation fee.

LIMITATION OF LIABILITY: Penn Center will not be liable for any loss or damage to the property of vendors due to fire, robbery, accidents, or any cause whatsoever that may arise from participation in its 37th Annual Heritage Days Celebration.

GENERAL RESTRICTIONS/INSTRUCTIONS:
Mechanical apparatus must be muffled so noise does not interfere with other exhibitors. Each vendor will be allowed to utilize one small muffled generator. There will not be any electrical services provided.

Food Vendors assumes all responsibility for compliance with local, city, and state ordinances and regulations covering fire, safety and health. No combustible decorations, such as crepe or tissue paper, cardboard, or corrugated paper should be used at any time. All packing material, containers, excelsior and wrapping paper are to be removed from the ground and must be stored under the table behind the display. Volatile explosives and other flammable material, or other substance prohibited by law or insurance carrier, are not permitted on premises. Distribution of material and samples other than professional literature is strictly prohibited. Canvassing or distributing outside the exhibitor’s own space is not permitted.

The vendor coordinator reserves the right to restrict any exhibit, which might be considered undesirable. This restriction applies to merchandise, conduct, dress, printed material or anything objectionable to the exhibit.

All points not specifically covered are subject to the decision of Penn Center, Inc. At the end of the event, each vendor will pick up and bag all trash and debris. Do not discard used grease, gravy, water, and food on campus.

If you agree with the terms and condition outlined, please sign below:

_________________________  ________________________
SIGNATURE                DATE
HERITAGE DAYS CELEBRATION
Penn Center Heritage Days Celebration is an effort to expose the public to Penn School, the history and culture of the Sea Islands, and the various Africanisms that still exist. Most important it is a gesture to reveal to every person that Penn Center is a place where people are always welcome to come and learn about themselves and about the African-Americans of the Sea Islands.

FOOD VENDOR SCHEDULE
FRIDAY, NOVEMBER 8TH, 2019
9:00 A.M. - 5:00 P.M.
SATURDAY, NOVEMBER 9TH, 2019
8:00 A.M. - 5:00 P.M.

It is your responsibility to arrive at least 2 hours in advance of the outlined schedule. Vendors are limited to TWO vehicles. We are not responsible for any delays caused by traffic, car problems or detours.

NO ADMISSION FEE,
BUT THERE IS A PARKING FEE FOR NON-VENDORS
FRIDAY: Parking fee of $5.00/car and $25 for buses.
SATURDAY: Parking fee of $5.00/car and $25 for buses.

FOOD VENDOR APPLICATION FOR VENDOR SPACE
(Vendors will be limited to two spaces.)

I (we) hereby reserve ______ booth(s) at $450 per booth for one day or $550 per booth for two days. I (we) agree to the terms of the contractor exhibit space guidelines as outlined in this brochure. I will park in the appropriate vendor parking lot and will not move my vehicle during event hours of operation.

Your special Event Vendor's License fee is included

Credit Cards are accepted at Penn's Welcome Center by calling 843-838-7105, Tuesday-Saturday 9 am-4 pm.

Please indicate desired date(s):
( ) Friday, Nov. 8th $_____
( ) Saturday, Nov. 9th $_____
( ) Fri. Nov. 8th & Sat. Nov. 9th $_____

TOTAL: $________
Organization/Company/ Business:

____________________________________
Contact Person:

____________________________________
Address:

____________________________________
E-mail:

____________________________________
Phone:

Application Deadline: September 30, 2019

Mail Application To: Heritage Days Celebration, Penn Center, Inc., PO Box 126, St. Helena Island, SC 29920

For Office Use Only
Date Received: __________
Total Amount Paid: $__________

SUGGESTED MENUS
Penn Center, Inc., reserves the right to choose a menu for you to prevent duplications by other vendors. Please note that traditional local African American and Gullah Geechee foods are a requirement for all food vendors.

Please list below two menus that you would like to serve.

Menu #1

Menu #2

Penn Center will NOT provide any electrical power.

Vendors can bring a small muffled generator.

Application Deadline: September 30, 2019

Late registration fee after October 11, 2019 will be assessed an additional fee of $25.00.

A clean-up fee of $25.00 will be collected onsite and will be forfeited if area is not cleaned by schedule time.
Special Event License Application

Is your business physically located within the unincorporated boundaries of Beaufort County

Yes ☐  No ☐

Name of Business ____________________________________________

Owner's Name _______________________________________________

Physical Address of Business making application:

Street Address _____________________________________________
City State Zip

Phone # __________________ FAX # ____________________

Mailing Address (if different): __________________________________

E-Mail Address: ____________________________________________

Type of Business: ☐ Sole Proprietor ☐ Incorporated ☐ LLP ☐ LLC

Federal Tax ID # __________________  State Sales Tax # __________________  Social Security # __________________

Event name: ________________________________________________

Event location: ______________________________________________

Event Dates: ________________________________________________

Describe activities: __________________________________________

Paid Admission: __________________  Prepared Food: __________________

Accommodations: __________________

(sleeping/tent rentals)

A copy of your County Council of Beaufort County License must be on the site at all times. If not you and/or your business may be in violation of County Code 18-56 and may be ticketed for violation of this ordinance. Failure to comply with State Codes and County Ordinances or providing false information may cause the business license to be suspended by the County Council of Beaufort.

I certify that I have completed this application and read and understand the terms by which this license is being issued and that all information on this application is true and correct.

Print Name __________________ Signature __________________ Date __________________