

# CITY OF TEGA CAY 2021 FALL FESTIVAL

Saturday, October 30<sup>th</sup>, 2021

Glennon Community Center  
15083 Molokai Drive, Tega Cay, SC 29708  
11:00 AM to 5:00 PM

## **RAIN OR SHINE EVENT**

### **General Information & Rules**

The 2021 Tega Cay Fall Festival will be an outdoor affair, held at the Glennon Community Center from 11:00 AM – 5:00 PM. Fall Festival will feature children's games, food, arts & crafts.

#### ***Registration***

- Vendors will be accepted on a first come, first serve basis. Final placement of all vendors is at the discretion of Event Management.
- Registration forms/payments to participate in Tega Cay's Fall Festival must be received no later than 5:00 PM on Monday, October 11<sup>th</sup>, 2021.
- Checks can be made payable to The City of Tega Cay (Fall Festival) located at 7725 Tega Cay Drive, Tega Cay, South Carolina 29708.
- Any registration forms received after October 11<sup>th</sup> will be waitlisted.

#### ***501c3***

- A limited number of spaces will be available for nonprofit 501(c) 3 and community organizations. You must provide proof of status at application.
- Nonprofit 501(c) 3 organizations will be allowed to sell merchandise or food. You must display tax ID number and/or certification at booth.
- Community organizations that are not 501 (c) 3 may display organizational materials only.

#### ***Cancellations***

- An application is a commitment to show. No refunds will be given after 10/12/21. If you need to cancel, please notify Kaity Brzostowicz in writing before the refund deadline. If you cancel prior to the deadline, you will receive a refund minus 20%. If you cancel after the deadline, booth fees will be forfeited.

#### ***Set Up***

Please see the schedule below for set-up times. Break down may begin at 4:30 PM. All food vendors must remain open until 5:00 PM.

- Upper-Level Parking Lot Vendors – Starting at 8:00 AM
- Lower-Level Parking Lot Vendors – Starting at 9:00 AM
- Kids Zone – 8:00 AM
- Vendors are responsible for bringing and setting-up their own equipment (tables, chairs, tents, etc.).
- Additional tables will be available at \$20.00 each and must be reserved and paid for at time of application.
- Your booth must not interfere with adjacent exhibits in any way. All of your display, including chairs, must be placed within the confines of the space. Nothing is to be placed in the aisles, or another artist's booth.
- Vendors will not be allowed to secure tents to the parking lot with stakes. Please be prepared to properly secure your tents with blocks or sandbags.
- Electric Connections – All vendors are required to provide their own power if needed.

#### ***General Rules***

- Photos taken by the City may be used in the future for programs or advertisements.
- For the safety and enjoyment of everyone – **NO PETS ALLOWED**
- Sponsors and exhibitors/food vendors may not switch, sublet or apportion spaces to other exhibitors or food vendors.
- Food Vendors are responsible for acquire proper permitting from York County Health Department.
- To be fair to all vendors, no food is to be given away by nonprofits or vendors.