

City of Tega Cay
2019 Tega Cay Fall Festival
Glennon Community Center
15077 Molokai Drive, Tega Cay
Saturday, October 26th
11:00 to 5:00 pm
Rain or Shine

General Information & Rules

The 2019 Tega Cay Fall Festival will be an outdoor affair, held at the Glennon Community Center's parking lot from 11:00 am – 5:00 pm. We will feature children's games, food, and arts & crafts.

Registration

- Vendors will be accepted on a first come, first serve basis. Final placement of all vendors is at the discretion of the Parks & Recreation Director.
- Registration forms/payments to participate in the Festival must be received no later than 5:00 pm on Monday, October 9th
- Payment must be submitted to City Hall. FALL FESTIVAL, City of Tega Cay, 7725 Tega Cay Drive, Tega Cay, South Carolina 29708 by October 9th.
- Any registration forms received after October 9th will be waitlisted.

501c3

- A limited number of spaces will be available for nonprofit 501(c) 3 and community organizations. Must provide proof of status at application.
- Nonprofit 501(c) 3 organizations will be allowed to sell merchandise or food. 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 10/18/19. If you need to cancel, please notify Joey Blethen 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. All food vendors must remain open until 5:00 pm.

- Indoor Vendors – Friday, October 25th 5:00 PM
- Upper Parking Lot Vendors - 9:15 AM
- Lower Level Parking Lot Vendors - 8:15 AM
- Kids Zone – 9:00 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

- All vendors must be in compliance with South Carolina Department of Revenue standards for their business.
- 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.