



Corner Renaissance
A Main Street South Carolina Organization

Town of Moncks Corner/Corner Renaissance

FINALLY FRIDAY Vendor Standard Operating Guidelines

The Town of Moncks Corner and Corner Renaissance is pleased to offer the opportunity for food vendors, artisans, creatives, and musicians to participate in our monthly event in a clean and family-friendly manner. To maintain a high-quality and successful *Finally Friday*, each vendor and participant must read and understand the following standard operating guidelines.

Finally Friday Location:

Downtown Moncks Corner

E. Main Street to E. Railroad Avenue, Moncks Corner, SC 29461

Hours of Operation:

April – October, The LAST Friday of each of these months
Fridays Nights 5:30 - 8:30 pm

Director of Corner Renaissance

Molly Willard

Phone: 843-719-7962; Cell: 843-291-4678

Molly.Willard@MoncksCornerSC.gov

- Booth Spaces will be in paved or grassy lots along Main Street, that either the Town of Moncks Corner owns or with businesses we have partnered with to host booths or food trucks.
- Access to electricity is not guaranteed, please be prepared to be self-sufficient with powering or lighting up your business.
- Maps will be forth coming.
- This is a rain or shine event unless the weather is deemed to be severe or hazardous.
- The event is scheduled on the LAST Friday of each month from April through October with a potential add-on of November.

Cancellation of Finally Friday

Finally Friday is rain or shine. Conditions that threaten public safety (high winds, flooding, lightning, etc.) will cause cancellation. If the weather conditions deteriorate during the event hours, the *Finally Friday* Manager may make a decision to shut down the event early.

Notifications will be posted on Town of Moncks Corner Social Media should a cancellation be called. Please follow us on Facebook, Instagram and/or Twitter.



REQUIRED PERMITS, LICENSES, INSPECTIONS AND SPECIAL FEES:

Vendors must be licensed to conduct business in the state of South Carolina. The state requires all vendors (including resellers), except for farmers, to secure a SC retail license and post it at their booth each time you participate in Finally Friday.

- Please see <https://dor.sc.gov/tax/registration/faq> for more information.
- Proof of Business License must be obtained prior to event time.
- Vendors are responsible for their own taxes (including sales tax), necessary permits, inspections (food, agricultural & nursery plants), and license liabilities.
- All vendors planning to sell any food product please see Attachment A: South Carolina Department of Agriculture's Requirements for Selling Manufactured or Processed Foods at Farmers Markets.

Vendor Fees:

- Obtain a Town of Moncks Corner Business License, Fees Vary
- Pre-registration is required.
- At this time there are no booth fees other than proper business licensing. This may be subject to change.
- Even though there are no booth fees currently, your commitment to attending the dates you sign up for is important to the success and integrity of this event.
- Vendors that are a no-show may be subject to not being able to participate in future *Finally Friday* dates.

Food Standards:

The *Finally Friday* event does not allow any food items for public sale to be manufactured in a home kitchen. If you are making food items, you must show a valid DHEC kitchen license in your name for the kitchen you are preparing your items in or a valid RVC.

LOCAL LICENSING AGENTS:

- SC Department of Agriculture (SCDA)
 - <https://agriculture.sc.gov/>
- Baked Goods, Candy, Covered Nuts (803) 737-9690
- SC Department of Health and Environmental Control (SCDHEC)
 - <http://www.scdhec.gov/>
- Bakery/ Restaurant (803) 896-0640
- Dairy (803) 896-0644



Vendor Selection

Requesting vendors will submit the vendor application form prior to posted event dates. Vendors that meet specifications will be selected by the Director of Corner Renaissance. Priority will be given to Berkeley County vendors, and selections will be made to ensure a diverse product offering.

Booth spaces are a standard 10x10' area

Processors & Commercial

- Processors of Food: Canned, Pickled, Dried, and Other Preserved Products, Jams, Jellies, Juices, Coffee, Tea, Pet Products, and Similar Goods
- Preparers of Food (Preparers of Hot Food Concessions or Meals for Immediate Consumption). Bakeries fall into this category.

Artisans

- Artists and/or Craftsmen of Artwork, Sculptures, Photography, Handmade Bath Products, Herbal Products, Garden Art & Furniture, Pottery, Woodwork, Candles, Botanical & Floral Products, Rustic Metal Work, Handmade Jewelry, Purses, Scrapbooking Kits, Wrought Iron, Garden Art, and Crafts Made From Agricultural Materials Such as Goats' Milk, Eggs, And Beeswax.

Civic Associations

- Local Non-Profit Organizations; Community/Civic Organizations; Religious, Public Service, Government, and Educational Institutions

The Town of Moncks Corner will neither provide any tables or tents nor be responsible for any tables and tents that are utilized by vendors.

Booth Setup and Take Down

- All vendors should arrive ONE TO TWO HOURS before *Finally Friday* to set up.
- Under no circumstances will vehicles be allowed within any closed off area like Unity Park or the side lot of Citi Trends during *Finally Friday*, once the event is underway without approval of the *Finally Friday* Manager or Town of Moncks Corner Police Department, with their assistance and utilization of appropriate safety measures to protect the safety of pedestrians.
- Each vendor is responsible for cleaning up all debris and garbage at his/her booth space before leaving *Finally Friday*.
- For safety purposes, tented vendors are encouraged to weigh down your tents.
- The *Finally Friday* Manager has the authority to move and reassign vendor space to enhance or facilitate better event operations.



Finally Friday is managed and operated by Corner Renaissance, which is both a South Carolina Main Street Program and a division of the Town of Moncks Corner.

Hold Harmless Clause

I hereby agree to indemnify and hold harmless the Town of Moncks Corner, its employees, officers, agents and/or contractors for any and all damages, losses, suits, liability, and/or causes of action resulting from property damage, and/or from personal injury, including death, of myself arising out of or in any way connected with our participation in the Moncks Corner, Corner Renaissance *Finally Friday* Event.

I permit the Town of Moncks Corner to use photographs of me for the publicity of *Finally Friday*.

Non-Discrimination Clause

This institution is an equal opportunity provider and employer. If you wish to file a Civil Rights program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, found online at <http://www.ascr.usda.gov/complaintfilingcust.html> or at any USDA office, or call (866) 632-9992 to request the form. You may also write a letter containing all of the information requested in the form. Send your completed complaint form or letter to us by mail at U.S. Department of Agriculture, Director, Office of Adjudication, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, by fax (202) 690-7442, or email at program.intake@usda.gov.

Marketing

I understand that the Town of Moncks Corner and those acting under its authority reserve the right to use photographs, videotapes, artwork or other likenesses of my participation for marketing, publishing or any other lawful purpose in perpetuity and any number of times.

These Standard Operating Guidelines have been established by The Town through coordination with the local business community. *Finally Friday* is overseen by the Director of Corner Renaissance, who is authorized to implement these guidelines on an ongoing basis. To be effective and appropriate, these guidelines are subject to continuous review and revision as new trends, opportunities, and issues emerge.