

2018 COLUMBIA INTERNATIONAL FESTIVAL INFORMATION for FOOD VENDORS

Columbia International Festival Food Court Booths must represent a nation or region (as opposed to a particular local restaurant), and food sold must be native to that nation or region.

1. No booth fee is charged for your first booth.
2. A list of menu items with prices must accompany your application for review by Festival Staff. If your application with menu is accepted, you must submit the \$150 deposit and the tent reservation fee (if needed). The deposit is only refundable if you honor your commitment to participate fully in the festival as a food vendor. The deposit is forfeited and not refundable for no-show vendors and those ejected by staff.
3. Only **FOOD** may be sold at food booths. **NO beverages** are to be served, of any type. Beverages are sold **ONLY** by Festival's designated vendors.

Department of Health and Environmental Control (DHEC) Requirement

- Food vendors must abide by all DHEC regulations, Section 9-9, pages 178-181 and references contained therein.
- ALL food vendors MUST send a representative to a DHEC-sponsored meeting held approximately two weeks before the festival (Pending Monday April 2, 2018 at 5:30 pm at our office).
- Failure to participate in this meeting will result in a cancellation of your application without refund. Written permission to miss the meeting from CIF is the only exception that will be accepted.

Coupons

- Festival guests will use \$1.00 coupons to buy food. For example, three coupons will buy a food item you are selling for \$3.00 (includes tax).
- Receiving cash for food at your booth is prohibited and cause for expulsion and your deposit being forfeited.

Coupon Redemption Times

- Sunday after 6:00 pm, or
- The week after the festival at the International Friendship Ministries (IFM) office - 610 Pickens Street on weekdays, by appointment ONLY. NO EXCEPTIONS will be made to this schedule.

Deposit

The \$150 deposit submitted with the application will be returned to you on Sunday evening when you submit the food coupons for redemption. *No-shows, those who leave early, vendors closed by DHEC or Fire Marshal officials due to Health or Safety violations, and vendors expelled by CIF, will forfeit their deposit.*

Food Vendor Charges

- Non-profit food vendors will be charged 20% of the total sales if an IRS 501 (c) (3) letter is provided by the deadline.
- For-profit vendors will be charged 25%.
- CIF pays the sales taxes due out of our share.

Food Preparation

No refrigeration equipment will be available at the Festival premises.

- The law prohibits cooking inside the building.
Electric skillets are permitted at the booth, but only to keep food warm – **not to cook it!**
Other legal ways to keep food warm inside include heat lamps, Sterno, electric warming trays and crock pots.
- Please indicate on the application if you are cooking at the Festival and need to reserve/rent space under a cooking tent. You may also provide your own cooking tent. Your tent must meet special fire code regulations.
- For more information, you may contact the Fire Marshall at 733-8350.

Plan Ahead!

No Exceptions
No Refunds

2018 COLUMBIA INTERNATIONAL FESTIVAL COUNTRY: _____

Application for FOOD VENDORS

The deadline for applications is **March 23, 2018**.

Date **COMPLETED**, including payments: **(mm-dd-2018)**

All applications are subject to acceptance by the Festival Office, and you will be informed about your acceptance within a week of receipt of your completed application. Space assignments are made at the discretion of the festival staff.

Festival Registration Fees: Check all that apply and write the amount in the rightmost column.

Check all that apply	Food Booth COUNTRY REPRESENTED:	Amount
<input type="checkbox"/>	Food Vendor \$150 deposit. DO NOT PAY BEFORE MENU APPROVED! I will be responsible for setting up and staffing my food booth.	\$150.00
<input type="checkbox"/>	Rental for space under our cooking tent (\$100 additional per 10' x 10' space). Spaces needed: _____ x \$100.00 each =	\$

For office use only

- Menu Approved
- Deposit
- Tent Space
- W-9
- Crew list
- IRS 501(c)(3)
- Parking pass

Do not make payment before your menu is approved! AMOUNT TO BE SENT: \$ _____

Check all that apply:

- I represent a for-profit organization or **have not** provided my IRS 501(c)(3) and understand 25% of my sales will go to the Festival.
- I represent a non-profit organization and understand 20% of my sales will go to the Festival **and** have provided my IRS 501(c)(3) letter.
- I will send someone to the required DHEC meeting approximately one week before the festival unless one of the following is checked: We were a food vendor last year. See attached exemption request
- I will need a special outlet at my booth (no extra charge if requested before the deadline). Standard 120 VAC provided. Attach photo or show outlet needed. Watts: _____ Volts: _____ Amperes: _____ Example:

I am cooking (outside) at the Festival:

- I will provide my own fire marshal approved tent. Size: _____
- I will rent tent space from the Festival.

Did you attend the festival last year? I was a food vendor. I was a visitor. I did not attend.

Rental Item Fees will be collected during food coupon redemption. Each booth rental includes 1 table (no skirt) and 2 chairs without charge. Additional chairs and tables are available for rent. Stanchions may also be available for rent, please make request to Festival Staff.

Do not move tables from other booths or the dining area. Enter the additional item quantities desired, item totals, and subtotal.

Rental Items	Per Unit Rental Fee			Quantity	Amount
	By: Deadline	After	Unauthorized Use		
Table (no skirt)	\$15	\$25	\$35	x =	\$
Chairs	\$5	\$10	\$20	x =	\$

Rental Items TOTAL \$

How many people will work at your booth during the festival (maximum 10)? _____

Submit the following: Completed Application, Completed W-9, list of menu items with prices (required), and Crew List. After your application is approved, send in the your payment for the cooking tent rental and \$150 deposit. **Do not include the fees for either an extra booth or for other rental items. These will be deducted from your food ticket redemption earnings.** Make checks and/money orders payable to **Columbia International Festival**. Fees are non-refundable unless your application is rejected.

AGREEMENT:

I, the undersigned, wish to participate in the Columbia International Festival: I have read and agree to abide by the festival rules. I understand that accepting cash at my booth is cause for ejection from the festival without refund/ payment. As the representative of the group/organization named on this form, I also acknowledge responsibility for any loss or damage to people or property caused by anyone we enlist to help us during the festival, and further release the Columbia International Festival Committee, its agents and festival staff/volunteers, and the SC State Fairgrounds and its employees from any claims concerning my organization or volunteers resulting from events at the festival. I am responsible for listing all workers related to my group (including children ages six and up) on the crew list and making sure all participants are informed of and understand the festival regulations.

Signature: _____ Date: _____

Name in Print: _____

Address: _____ City/State/Zip: _____

Home Phone: _____ Cell: _____ Work Phone: _____

E-mail (required): _____ Fax: _____

2018 COLUMBIA INTERNATIONAL FESTIVAL COUNTRY: _____

Application for FOOD VENDORS

Submit this completed form with your application.

This is the crew list for (check all that apply and fill in the corresponding blank):

- Wristbands serve as admission passes for participants and will be issued at the participants' side door. If you need more than the maximum number of wristbands for your group, please submit your special request in writing to the Festival Office.
- Requests for wristbands **must** include the names, addresses and phone numbers of all participants before they will be issued. Giving an e-mail address is optional.
- Participants should also wear their Festival name tags at all times to identify themselves and their roles to visitors.

To help the Festival survive financially, please do not request wristbands for family members and friends who will not be actively helping in your booth or performance. They should purchase their own entrance tickets. Thank you for your understanding and cooperation in this matter.

LIST OF PARTICIPANTS

	Name	Best Contact Number: Cell (C), Work (W) or Home (H)Phone #	E-mail Address (Optional)
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			

Menu Item	Cost (# of Tickets)	Menu Item	Cost (# of Tickets)	Menu Item	Cost (# of Tickets)

Request for Taxpayer Identification Number and Certification

**Give Form to the
 requester. Do not
 send to the IRS.**

Print or type See Specific Instructions on page 2.	Name (as shown on your income tax return)	
	Business name/disregarded entity name, if different from above	
	Check appropriate box for federal tax classification: <input type="checkbox"/> Individual/sole proprietor <input type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ▶ _____ <input type="checkbox"/> Other (see instructions) ▶ _____	Exemptions (see instructions): Exempt payee code (if any) _____ Exemption from FATCA reporting code (if any) _____
	Address (number, street, and apt. or suite no.)	Requester's name and address (optional)
	City, state, and ZIP code	
List account number(s) here (optional)		

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on the "Name" line to avoid backup withholding. For individuals, this is your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

Social security number									

Employer identification number									

Note. If the account is in more than one name, see the chart on page 4 for guidelines on whose number to enter.

Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, and
3. I am a U.S. citizen or other U.S. person (defined below), and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions on page 3.

Sign Here	Signature of U.S. person ▶	Date ▶
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General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. The IRS has created a page on www.irs.gov/w9 for information about Form W-9, at www.irs.gov/w9. Information about any future developments affecting Form W-9 (such as legislation enacted after we release it) will be posted on that page.

Purpose of Form

A person who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) to report, for example, income paid to you, payments made to you in settlement of payment card and third party network transactions, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA.

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN to the person requesting it (the requester) and, when applicable, to:

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
2. Certify that you are not subject to backup withholding, or
3. Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the

withholding tax on foreign partners' share of effectively connected income, and

4. Certify that FATCA code(s) entered on this form (if any) indicating that you are exempt from the FATCA reporting, is correct.

Note. If you are a U.S. person and a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

Definition of a U.S. person. For federal tax purposes, you are considered a U.S. person if you are:

- An individual who is a U.S. citizen or U.S. resident alien,
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States,
- An estate (other than a foreign estate), or
- A domestic trust (as defined in Regulations section 301.7701-7).

Special rules for partnerships. Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax under section 1446 on any foreign partners' share of effectively connected taxable income from such business. Further, in certain cases where a Form W-9 has not been received, the rules under section 1446 require a partnership to presume that a partner is a foreign person, and pay the section 1446 withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid section 1446 withholding on your share of partnership income.