Light Up NOMA Vendor Application

Saturday, December 14, 2024

All parties (including civic groups, craft and food vendors) seeking space within Light Up NOMA must read and sign the following contract. Please complete this application and return with your payment. Indicate your responses by typing or printing clearly. Booth space will be assigned on a priority basis as applications are received.

Licenses:

- Vendors are responsible for the collection of **sales and hospitality tax** on items sold and must remit said taxes to the City of Columbia and the South Carolina Department of Revenue.
- **All vendors must submit a copy of their City of Columbia business license with their application.**
- **All vendors must submit a copy of their retail license with their application (where applicable).**
- **All vendors must submit certificate of insurance and list the NOMA Business Association, 2800 N. Main Street, Columbia, SC 29201 as additional insured. Applications without an insurance certificate will not be processed.**
- **All food vendors that are cooking on-site are required to provide a copy of their fire-retardant certification for the Fire Marshal to review.**

General Rules and Regulations:

- Light Up NOMA in its sole discretion shall have final approval over all products and the prices at which products are sold.
- No glass of any kind may be served to patrons.
- **No alcoholic beverages may be sold. If you violate this policy, you will be asked to leave the festival and forfeit your vendor fee.**
- Please conduct yourself in a respectable manner suitable for a festival with children and families. Light Up NOMA reserves the right to remove any signage deemed offensive within the event footprint.
- No vendors will be permitted to sell outside of their assigned location during festival hours (i.e., no mobile vending).
- **There will be no refunds in the event of inclement weather or cancellation after the application deadline of November 15, 2024.**
- Submission of documentation does not guarantee selection for the 2024 Light Up NOMA event. If not selected to vend, your vendor fee will be returned to you.

Set-Up, Electricity and Location:

- Light Up NOMA runs from 8am-6pm. Vendors will be allowed to set up from 5am-8am and must be operational and ready to go starting at 8am when gates open. Vendors will not be permitted to set up prior to 5am. **All unauthorized vehicles must be removed from the event footprint by 6:15am – NO EXCEPTIONS – per CPD, or it will be towed. If you arrive after 6:30am, you will have to tote your set-up items in from your vehicle.**
- All sales must stop at 6pm when the event ends. You cannot bring your vehicle back into the event footprint until cleared to do so by CPD.
- Vendors will not be permitted to leave until 7pm or when the City of Columbia gives the all-clear, and you must be packed up by 9pm post-festival. **Vendors are not permitted to leave early due to pedestrian safety.**
- The event organizer has determined the location of your vendor spot based on event needs and is non-negotiable. You will not be allowed to set up in a different location than the one assigned to you. **If you do not adhere to the pre-registered size for your vendor space, you will be asked to leave the event without a refund of the vendor fee.**

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Saturday, December 14, 2024

- **Vendors must bring any items they require such as tent, table, chairs, etc. as none will be provided.**
- **Electricity will not be permitted.**

Fire Marshal/Dept of Agriculture (formerly DHEC) Requirements:

- **All vendor tents must be properly anchored with NO LESS THAN 50lbs on each tent leg – NO EXCEPTIONS per CFD Fire Marshal.**
- Banner displays that exceed 3-5 feet above the top of the tent shall be properly anchored as well (no tape).
- All food vendors must meet Dept of Agriculture (formerly DHEC) and Fire Marshal codes, including fire extinguishers AND hand washing/sanitation stations.
- Any vendor or concession that utilizes cooking or heating devices shall have a minimum of: One 2A10BC portable fire extinguisher **AND** One Class K type portable fire extinguisher if deep frying operation is in use. The extinguishers must be "in date" with a current inspection tag, (not in need of servicing), visible, accessible and mounted (not sitting on the ground).
- **Propane or solid fuel (such as charcoal or wood) are the ONLY approved forms of cooking.**
- All spent grease must be disposed of through an approved method.
- **The Fire Marshal will be checking each vendor location for adherence to proper rules and regulations explained herein.**

Inclement Weather/Rain Date:

- This is a rain or shine event.
- **No refunds will be given for vendors that do not show up due to inclement weather or for any other reason.**

Concealed Weapons Protocol (Per the City of Columbia):

- **Firearms shall be prohibited at Light Up NOMA from 5am-9pm, regardless of whether such firearm is carried openly or concealed, and regardless of whether the individual carrying such firearm is a valid concealed weapons permit holder.**

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General Release:

The undersigned does hereby release, acquit, and forever discharge the NOMA Business Association, their officers, directors, agents, representatives and employees or contracted staff of and from all manner of actions, suits, damages, claims and demands whatsoever in law or equity from any loss or damage of any nature of description, known or unknown, in any way barring from or relating to the undersigned participation in Light Up NOMA. The undersigned will indemnify and hold the NOMA Business Association harmless from any claim, by any agent, employee or contractor of the undersigned arising from or related to participation in the Light Up NOMA celebration.

By signing this document, vendor acknowledges that they have received a copy of the Light Up NOMA vendor contract, have read the regulations, understood its contents, how they will apply and agree to fully comply with the regulations.

_____ _____

Signature Printed Name

_____ _____

Organization Name Date

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Vendor Information:

Company/Organization Name: _____

Contact Person: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Phone: _____ /w _____ /c

Email: _____

Day of Site Contact: _____ Cell: _____

Vendor Category:

_____ Non-Profit Vendor Booth (10x10) - $50
_____ Retail Vendor Booth (10x10) - $100
_____ Food Vendor Booth (10x15) - $150
_____ Food Vendor Booth (20x20) - $250
_____ Food Truck - $250

Items You Will Be Selling/Sampling/Giving Away:

_____

_____

_____

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Mail Your Application to:

NOMA Business Association
2800 N. Main Street
Columbia, SC 29201

OR

Email Your Application to:

sabrinaodom1@gmail.com

Applications will not be considered complete and will not be processed until fee payment, copy of your retail license (if applicable), fire retardant certification (if applicable) and certificate of insurance, listed with the NOMA Business Association, 2800 N. Main Street, Columbia, SC 29201, as additional insured is sent in. If your application is not approved, then the application fee will be returned to the address listed in the application. Please make checks payable to the NOMA Business Association. If you'd prefer to pay by credit card, we can send you a Venmo request. Just let us know by emailing sabrinaodom1@gmail.com