

# **Non-Profit Food Vendor Application**

TO            **Beaufort Non-Profit Organizations**  
FROM        **City of Beaufort – Downtown Operations & Community Services**  
RE            **A Night on the Town Non-Profit Organization Food Vendor Opportunity**

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The City of Beaufort is now accepting Food Vendor applications from area **non-profit organizations**, for *A Night on the Town* community celebration.

The event will be held Friday, December 5, 2024. Festivities begin at 6:00 p.m. and end at 9 p.m. Space is limited, and applications will be considered on a first come, first served basis. Vendors will be assigned space by the event committee. **Participating organizations are responsible for providing all necessary tables, chairs, equipment, supplies, set up labor, and electricity for their space. There will be NO electricity available for use by organizations during the event. Please plan to have a generator for your space if power is required.**

The deadline for applications and payment of participation fees is Friday, November 21, 2025. Applications and fees must be submitted to:

City of Beaufort, Downtown Operations & Community Services  
500 Carteret St, Ste B2, Beaufort, SC 29902. (Please make checks payable to City of Beaufort).

For more information, please contact City of Beaufort, Downtown Operations & Community services: 843-379-7519 or [events@cityofbeaufort.org](mailto:events@cityofbeaufort.org).

# 2024 FOOD VENDOR APPLICATION

Application Fee - \$125.00

(Please make checks payable to City of Beaufort)

**Deadline: 5:00 p.m. ~ Friday November 21, 2025. Please complete application AND mail with fee to:**

City of Beaufort Downtown Operations & Community Services  
500 Carteret St, Ste B2, Beaufort, SC 29902

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Applications will be accepted on a first-come, first served basis through Friday November 21, 2025 or until all available space is reserved. **Completed application and application fee MUST be included to be a confirmed participant.** Set-up for the event begins at 4:30 p.m. on Friday, December 5, 2025~ Event begins at 6:00p.m. and concludes at 9pm.

- We will submit your contact information and menu to **the Department of Agriculture**. Please be prepared to answer their questions regarding your food service if they call you.
- **NO electricity will be provided to your organization during the event.** You are not allowed to connect to any outlet on street poles in downtown. If you are caught connecting to the pole, you will be asked to leave the event, and your application fee will not be refunded. **If electricity is a necessity for your set up, you must provide your own generator.**
- Please do not pour or dispense grease, food waste, or other cooking "left overs" into sewers, drains, street, or curbs. Doing so contaminates drainage and sewer systems and the Beaufort River! Violation of this regulation will be grounds for non-participation in the future and violators will be reported to the City of Beaufort.
- There will be limited access for autos during the set-up time (4:30-5:30 p.m. only). Please be patient and cautious when driving downtown to set up your location. All cars must be removed from Bay, West, and Scott streets, (sections closed for the event), by 5:30pm, to a location outside the event boundaries. Your organization MUST provide, tables, tents, chairs, etc. You are required to clean your area of trash and debris at the conclusion of the event, (9pm).

YES—My organization is a registered not-for-profit/charitable, 501- C3 organization

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Organization Name /Contact Person

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Mailing Address

City/State/Zip

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Phone

Email

Please list the food and beverage items you will sell at *A Night on the Town*.

Food Items:

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Beverages (no alcohol):

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