

CITY OF CHESTER VENDOR GUIDELINES

Vendor Licensing Requirements

Anyone wishing to sell goods, merchandise, food, or services **within the City limits of Chester** is required to obtain the appropriate license prior to conducting business.

Vendors must obtain either:

- **Peddler's License — \$25**
- **City of Chester Business License**

Applications and licensing information are available through the City's licensing portal.

[Peddler's License / Business License — City of Chester Licensing Portal](#)

Exemptions

The licensing requirement does **not** apply to:

- Informational businesses or organizations that **only distribute information and do not sell goods or services**.
- Non-profit organizations that are participating solely for informational purposes and are **not conducting sales**.

Please Note: Non-profit status does **not** exempt an organization from licensing requirements when selling goods, food, merchandise, or other items. A non-profit organization that intends to sell must obtain the appropriate **Peddler's License or Business License**.

Food Vendor Requirements

Businesses selling food must comply with all applicable health, food safety, and licensing requirements.

Depending on the type of food being sold, vendors may be required to have:

- **DHEC approval**
- **ServSafe certification**
- Applicable food permits and certifications
- Any additional licenses or qualifications required by the State of South Carolina

Businesses selling only certain **low-risk foods** may be exempt from some requirements. Vendors are responsible for determining whether their products qualify as low-risk foods.

For additional information regarding foods that may be sold without a retail food establishment permit, please review the [South Carolina Department of Agriculture's Selling Food Roadside FAQ](#).

FOOD TRUCK REQUIREMENTS

ALL FOOD TRUCKS MUST BE DHEC APPROVED — NO EXCEPTIONS.

Additionally, every food truck must have a **current inspection**. Inspections may be scheduled in advance or, when applicable, conducted during event setup.

For questions regarding inspections, food truck compliance, or applicable requirements, please contact:

MaKeesharia Williams-Tobias
Reginald McBeth
Building Safety & Inspections Official
Phone: 803-581-9679

Vendors are responsible for ensuring that all required documentation is current and available for inspection upon request.

State of South Carolina Requirements

In addition to City of Chester requirements, all vendors must maintain any licenses, permits, certifications, registrations, or qualifications required for their specific type of business by the **State of South Carolina**.

[South Carolina Department of Revenue — Business Licensing Information](#)

Vendors are responsible for ensuring that they are properly licensed and compliant with all applicable federal, state, and local requirements.

Vendor Equipment & Supplies

The City of Chester does not provide vendor equipment or supplies.

Vendors are responsible for bringing everything necessary to operate their business, including, but not limited to:

- Generators
- Extension cords
- Tables
- Chairs
- Tents
- Canopies
- Electrical access
- Display equipment
- Cooking equipment
- Serving equipment
- Waste containers
- Any other equipment necessary for business operations

Vendors should arrive **fully prepared and properly equipped** to operate safely and continuously for the entire duration of the event.

Vendors are also responsible for bringing **adequate inventory and supplies** for the anticipated duration of the event.

Individual Business Licensing Requirement

Every business owner or vendor is required to have their own appropriate license.

A vendor **may not operate under the license, business license, organization, or entity of another individual or business.**

Each business must independently satisfy all applicable City, State, and health and safety requirements.

Vendor Responsibility

By participating in a City of Chester event, each vendor acknowledges that they are responsible for obtaining and maintaining all licenses, permits, certifications, inspections, equipment, supplies, and documentation required to legally and safely operate their business.

Failure to meet applicable requirements may result in a vendor being prohibited from selling or participating in the event.