



CITY OF MYRTLE BEACH
BUSINESS LICENSE DIVISION
EVENT/VENDOR INFORMATION

P.O. BOX 2468 MYRTLE BEACH, SC 29578
921 N OAK STREET MYRTLE BEACH, SC 29577
(843)918-1200 Fax (843)918-1210
WWW.CITYOFMYRTLEBEACH.COM

Issue Date _____ First Draft Due Back 15 Days from Issue Date Due Date _____

Final Draft due back 15 days prior to event Due Date _____

If there are not any changes from the 1st draft then submit a statement as a final draft.

EVENT DATE(S) _____

EVENT NAME _____

TYPE OF EVENT _____

LOCATION OF EVENT _____

CONTACT PERSON _____ PHONE _____

EMAIL ADDRESS _____ PHONE _____

A Complete Event/Vendor Listing Consists of:

1. **Complete name of person and/or business that will be a vendor or a service provider at the event. If this is not applicable then please indicate with a N/A in the appropriate section.**
2. **Complete mailing address of vendor or service provider and phone number.**
3. **Vendor or service provider's contract amount for the event.**

All information must be completed in full when you return the Event/ Vendor Listing to the Business License Department.

If you have any person or business that is not being compensated for their services please list them in the provided space below.

Please Sign and date this Event/Vendor Listing and return it to the City of Myrtle Beach Business License Office.

Signature

Date

EVENT PLANNER

COMPANY NAME _____ BUSINESS LICENSE NUMBER _____
CONTACT NAME _____ HOSPITALITY NUMBER _____
TELEPHONE _____ CONTRACT VALUE \$ _____
MAILING ADDRESS _____
EMAIL ADDRESS _____

EQUIPMENT RENTAL

COMPANY NAME _____ BUSINESS LICENSE NUMBER _____
CONTACT NAME _____ HOSPITALITY NUMBER _____
TELEPHONE _____ CONTRACT VALUE \$ _____
MAILING ADDRESS _____
EMAIL ADDRESS _____

CATERER

COMPANY NAME _____ BUSINESS LICENSE NUMBER _____
CONTACT NAME _____ HOSPITALITY NUMBER _____
TELEPHONE _____ CONTRACT VALUE \$ _____
MAILING ADDRESS _____
EMAIL ADDRESS _____

D.J.

COMPANY NAME _____ BUSINESS LICENSE NUMBER _____
CONTACT NAME _____ HOSPITALITY NUMBER _____
TELEPHONE _____ CONTRACT VALUE \$ _____
MAILING ADDRESS _____
EMAIL ADDRESS _____

ENTERTAINMENT

COMPANY NAME _____ BUSINESS LICENSE NUMBER _____
CONTACT NAME _____ HOSPITALITY NUMBER _____
TELEPHONE _____ CONTRACT VALUE \$ _____
MAILING ADDRESS _____
EMAIL ADDRESS _____

PHOTOGRAPHER

COMPANY NAME _____ BUSINESS LICENSE NUMBER _____
CONTACT NAME _____ HOSPITALITY NUMBER _____
TELEPHONE _____ CONTRACT VALUE \$ _____
MAILING ADDRESS _____
EMAIL ADDRESS _____

VIDEOGRAPHER

COMPANY NAME _____ BUSINESS LICENSE NUMBER _____
CONTACT NAME _____ HOSPITALITY NUMBER _____
TELEPHONE _____ CONTRACT VALUE \$ _____
MAILING ADDRESS _____
EMAIL ADDRESS _____

FLORIST

COMPANY NAME _____ BUSINESS LICENSE NUMBER _____
CONTACT NAME _____ HOSPITALITY NUMBER _____
TELEPHONE _____ CONTRACT VALUE \$ _____
MAILING ADDRESS _____
EMAIL ADDRESS _____

CAKE/BAKER

COMPANY NAME _____ BUSINESS LICENSE NUMBER _____
CONTACT NAME _____ HOSPITALITY NUMBER _____
TELEPHONE _____ CONTRACT VALUE \$ _____
MAILING ADDRESS _____
EMAIL ADDRESS _____

DECORATOR

COMPANY NAME _____ BUSINESS LICENSE NUMBER _____
CONTACT NAME _____ HOSPITALITY NUMBER _____
TELEPHONE _____ CONTRACT VALUE \$ _____
MAILING ADDRESS _____
EMAIL ADDRESS _____

OFFICIANT

COMPANY NAME	_____	BUSINESS LICENSE NUMBER	_____
CONTACT NAME	_____	HOSPITALITY NUMBER	_____
TELEPHONE	_____	CONTRACT VALUE	\$ _____
MAILING ADDRESS	_____		
EMAIL ADDRESS	_____		

COMPANY NAME	_____	BUSINESS LICENSE NUMBER	_____
CONTACT NAME	_____	HOSPITALITY NUMBER	_____
TELEPHONE	_____	CONTRACT VALUE	\$ _____
MAILING ADDRESS	_____		
EMAIL ADDRESS	_____		

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TELEPHONE	_____	CONTRACT VALUE	\$ _____
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EMAIL ADDRESS	_____		
