

North Charleston ARTS FESTIVAL

May 4-12, 2012

Arts and Crafts Booth

Arts, Crafts, Fine Crafts, Guilds

Main Event - Sat., May 5 & Sun., May 6

North Charleston Performing Arts Center and
Charleston Area Convention Center Complex

TERMS & REGULATIONS

- Applicant must be age 18 and up.
- Open to artists, crafters, fine craft artisans, art and fine craft guilds (see category descriptions).
- Booth space sizes up to 10' X 10' with limited number of indoor and outdoor spaces available.
- Vendor must provide tables, table covers, chairs, display equipment & tent (optional if outdoors).
- Limited electrical outlets available -requests given priority based on application date.
- Display tables must be covered to the floor on three sides, extra sales merchandise must be stored neatly out of sight. No tape on walls.
- Booths must be continually manned. No early breakdowns. Booth on Sunday is optional (see set-up and break-down schedule).
- Items deemed unsuitable or inappropriate for public display will be removed.
- Vendors are responsible for collecting/remitting appropriate state sales taxes and/or fees.
- Priority is given to those demonstrating art/ craft.
- Security will be provided; however, each exhibitor is responsible for booth items and personal property. Booths must be covered if sale items are left overnight on Saturday.
- Sponsor reserves the right to limit or select vendors to ensure a variety of items and prices.
- Sponsor reserves the right to photograph for publicity purposes.
- Sponsor reserves the right to refuse an applicant on site that does not meet the criteria.
- Items that are mass produced, made from kits, or imported for resale are not permitted.
- By submission of application, the vendor accepts all terms and regulations and set forth in this prospectus.

BOOTH CATEGORIES

Art: Original fine art or photography, framed or unframed prints, reproduced items from original work.

Crafts: Decorative handmade items for home, office, garden or personal use.

Fine Crafts: High quality items created by traditional techniques and fine craftsmanship.

Guild Members' Discount: Art Guild and Fine Craft Guild members are eligible to receive a group discount with four or more members participating.

Guild Display: Art Guilds and Fine Craft Guilds are eligible to receive a free booth/table/2 chairs to exhibit/demonstrate members' works; distribute membership/service information. (No sales allowed, however, membership dues may be collected.)

Agent/Merchant: For-profit vendors selling original or handmade items, not their own work.

APPLICATION PROCESS

- Deadline: Friday, April 13, 2012 - 5:00pm
- Complete Booth Application – print clearly.
- Photos of sales items must be submitted with application unless applicant has participated for the past 2 years. The quality of items must be consistent with years past for this to apply.
- Apply early – limited spaces available.
- Applications received after the deadline or after all spaces have been filled will be put on a waiting list and contacted only if space becomes available.
- Mail application and non-refundable booth fee to:
 City of North Charleston
 Cultural Arts Department
 P.O. Box 190016
 North Charleston, SC 29419-9016
 or hand deliver to:
 Cultural Arts Dept. offices, 2nd Floor
 North Charleston City Hall
 2500 City Hall Lane
 North Charleston, SC 29406
- A receipt for your booth space fee will be mailed following the processing of your application/fees. This receipt will confirm your acceptance as an Arts and Crafts Vendor.
- Applicants will be notified by phone if booth space preference is unavailable.
- Checks will be returned to applicants who have not been accepted.
- A letter with important details will be mailed to accepted vendors 7-10 days prior to the Festival.

ARTS FESTIVAL SCHEDULE

MAIN EVENT WEEKEND: May 5 & 6

Free admission and parking to a fabulous array of visual and performing arts activities. Enjoy art, photo and fine craft exhibits, music and dance performances, children's activities, gem show, art & craft booths, and outdoor food courtyard, and more!

Arts & Crafts Booth Schedule:

Saturday, May 5

Set Up 7:30am - 9:30am
 Booth Hours 10:00am - 4:00pm
 Breakdown (optional) 4:00pm – Until

Sunday, May 6 (optional)

(Note: Preference will be given to 2 day participants)

Set Up 1:00pm - 2:00pm
 Booth Hours 2:00pm - 5:00pm
 Breakdown 5:00pm - Until

INDIVIDUAL EVENTS: May 4-12, 2012

Free and ticketed events take place throughout the festival at various locations around North Charleston. Events include street dances, concerts, art workshops, demonstrations, art walk, dinner theatre, National Outdoor Sculpture Exhibition, and the Grand Finale.

SET-UP AND BREAK-DOWN SCHEDULE

- All booth spaces will be assigned and marked by 7:30am on Saturday, May 5.
- Doors to the Complex will not be opened earlier than 7:30am.
- Arts and Crafts Booth Coordinators will be on-site to assist vendors in locating their assigned indoor or outdoor booth space. Upon arrival, please check-in with Booth Coordinators. Do not begin set-up until you have confirmed your assigned site.
- Saturday set-up must be completed by 9:30am and vehicles moved by 10:00am.
- Saturday breakdown is no earlier than 4:00pm.
- Sunday set-up must be completed by 2:00pm.
- Sunday breakdown is no earlier than 5:00pm.

ARTS FESTIVAL POSTCARDS

If you wish to do Pre-Festival advertising for your booth site, full color Arts Festival postcards will be available 2-3 weeks in advance. Please call (843) 740-5854 to schedule a pick-up from the Cultural Arts office, located in North Charleston City Hall. Write a personal message, attach a business card, or printed label and distribute as an invitation to look for you at the Festival Main Event. Indicate the number of postcards on the Arts and Crafts Booth application.

ARTS AND CRAFTS BOOTH APPLICATION

Name _____

Indicate Business or Organization name below (If applicable):

Street _____

City/State/Zip _____

Phone _____ (W) _____

E-mail _____

Type of sale items: _____

Attach photos of sale items and a price list. Describe your booth lay-out, attach a photo if available.

If demonstrating work, describe: _____

Will you need an electrical outlet? ___ Yes ___ No

Arts Festival postcards you have requested (optional):
 ___ 0 ___ 25 ___ 50 ___ 75 ___ 100 ___ 150

Please check and submit appropriate Booth Fee.

Booth fee is for both days, Sunday is optional.

___ Guild Display: (Promotion only; no sales) **Free**

___ Guild Display request: ___ 1 Table ___ 2 Chairs

___ Guild Group: (4 or more members) **\$35**

___ Individual **\$40**

___ Joint (2 Individuals) **\$55**

___ Agent/Merchant **\$75**

Entry fee is paid by credit card, or check payable to **City of North Charleston**. Non-refundable.

Credit Card # _____

Expiration Date: _____ Visa/MC/Am. Express only.

I will operate my booth on the following days.

Preference will be given to vendors staying for both days.

___ Sat. 5/5 ___ Sun. 5/6 ___ Both days

Booth space preference:

___ Indoor ___ Outdoor ___ Either

Previous participants may request (but are not guaranteed) the same booth space as last year.

Describe location: _____

I accept all conditions set forth in this prospectus:

Signature _____ Date _____

For Office Use Only: _____ ACV# _____

Date Application Received: _____

Accepted: Y or N

Amount/ Form of Payment: _____

Receipt #: _____ Date: _____

Date Receipt Mailed or Check Returned: _____

Date Details Mailed: _____

North Charleston
ARTS FESTIVAL

May 4-12, 2012
Main Event, Sat., May 5 & Sun., May 6

Call For Arts and Crafts Booth Vendors

Arts, Crafts, Fine Crafts, Guilds
Application Deadline: Friday, April 13, 2012



RETURN SERVICE REQUESTED

PRSRV STD
US POSTAGE
PAID
CHARLESTON, SC
PERMIT NO. 279

PO Box 190016 • North Charleston, SC • 29419-9016

City of North Charleston
Cultural Arts Department • 710

North Charleston
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Individual artists, crafters, fine craft artisans, art guilds, and fine craft guilds are invited to participate in the Arts and Crafts Booth Exhibition during the Main Event of the 2012 North Charleston Arts Festival. Vendors may offer original fine art or photography, prints, reproductions, or decorative handmade items.

The North Charleston Arts Festival is one of the most comprehensive arts festivals in the state, drawing over 30,000 visitors annually to participate in a fabulous, multidiscipline nine-day event. The Main Event Weekend offers free parking & admission to 40+ performances from national, regional, and local professional performers, ethnic and cultural groups, bands, magicians, dancers, theater groups, jugglers, storytellers, and more. Other activities include fine art and photography shows, the SC Palmetto Hands statewide fine craft exhibit, a Gem & Mineral show, activities for kids at Box City and Creation Stations, and an outdoor Food Courtyard. The Festival Week is packed with an array of free and ticketed events including street dances, concerts, children's activities, art workshops, a National Outdoor Sculpture Exhibit, theatre performances, and the Grand Finale.

Visit the City's website to view festival details and updates, including downloadable applications for Judged Art, Photography, Youth Art, SC Palmetto Hands Fine Craft, and National Outdoor Sculpture competitions; Food Booths; and Volunteers.

Web: www.northcharleston.org

Phone (843) 740-5854

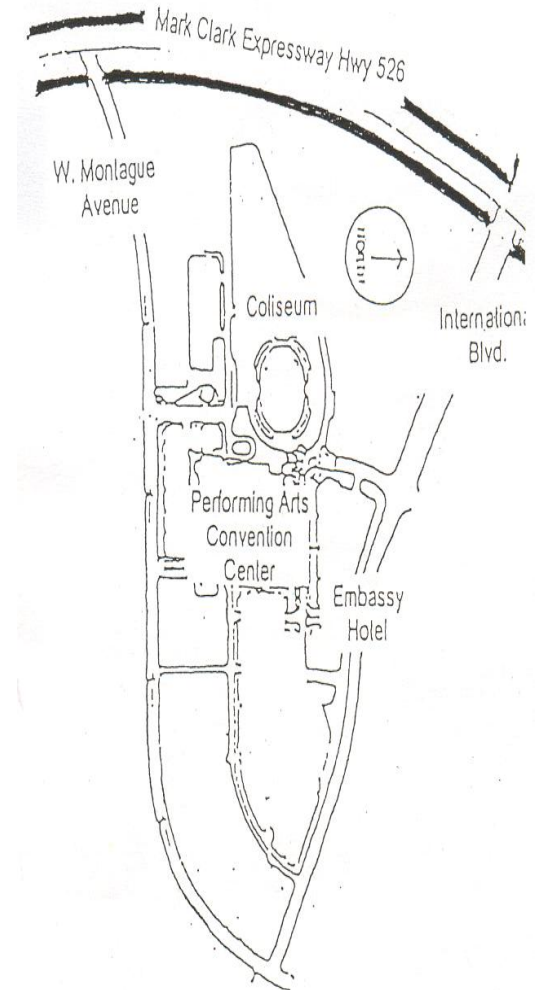
E-mail: culturalarts@northcharleston.org

The North Charleston Cultural Arts Department is the recipient of the 2000 Elizabeth O'Neill Verner Award for the Arts and receives support from the National Endowment for the Arts, SC Arts Commission, and the corporate community. The North Charleston Arts Festival was named a "Top 20 Event" by the Southeastern Tourism Society.

DIRECTIONS FOR UNLOADING

Set-up starts at 7:30am

- Enter Complex from W. Montague Ave.
- Pass Performing Arts Center parking area on the right and turn right into circle driveway just outside Convention Center Lobby – see Ballroom Entrance sign on overhead cover.
- Check in with Booth Coordinator on site before moving into place. Unloading and set up must be completed before 9:30am, with vehicles moved to parking areas by 10:00am.



To I-26
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