

# CITY OF NORTH CHARLESTON

## CHRISTMAS FESTIVAL HOLIDAY MARKET APPLICATION

Saturday, December 7, 2019

Set Up 1:00-2:00pm | Event 4-8pm | Breakdown 8:00pm

Felix C. Davis Community Center Grounds

Deadline for this application is 5:00pm on Friday, November 15, 2019

### PARTICIPATION TERMS AND REGULATIONS

- 👤 This application is open to artists, crafters, and fine craft artisans age 18 and up.
- 👤 All vendors must have a South Carolina tax revenue number and are responsible for collecting/remitting appropriate state sales taxes and/or fees.
- 👤 Vendor load in is from 1pm-2pm using the designated Durant Avenue vendor entrance. Non-service vehicles must be moved to general parking by 2pm when police begin a security sweep of the event grounds.
- 👤 After the security sweep at 2pm, vendors who wish to enter the event grounds will be subject to a thorough police search in order to maintain the safety of the area.
- 👤 Vendor spaces are outdoors and measure approx. 10'x10'. Vendors must provide all display equipment, such as tables, chairs, tents, trash bags, etc.
- 👤 Vendors are responsible for lighting their tents. Limited generated electricity will be provided. Vendor must bring their own extension cord.
- 👤 Vendor spaces must be manned at all times. No early breakdowns.
- 👤 Vendors are responsible for managing trash in their area. Please bag trash for the city sanitation staff to pick up. Do not overstuff public trashcans.
- 👤 Items deemed unsuitable for public display will be removed. Sponsor reserves the right to refuse an applicant on site that fails to meet the criteria/compliance or for damages. No refund. Damages paid by vendor.
- 👤 Sponsor reserves the right to photograph for publicity.

**For the safety of parade and festival participants, the outer traffic lanes of Park Circle will be blocked by Police starting at 2:00pm. If you arrive late, your vehicle will be subject to police search and your spot may become inaccessible. No refunds.**

## North Charleston Holiday Market Vendor Application

Due by 5pm on Friday, November 15, 2019

Business Name: \_\_\_\_\_ Contact Person: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Street Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_

Zip: \_\_\_\_\_ Facebook: \_\_\_\_\_ Instagram: \_\_\_\_\_

List all items that will be sold at your booth. Submit photos of products as an attachment.

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Will you need access to electricity? \_\_\_Yes \_\_\_No SC Tax Revenue #: \_\_\_\_\_

If accepted, the non-refundable vendor fee of \$25 may be paid by credit card, check, or cash. Credit card payments can be made by following an online link provided in the acceptance email. Make checks payable to "City of North Charleston" and mail to City of North Charleston Cultural Arts Dept. PO Box 190016, North Charleston, SC 29419. Cash must be paid in person at the Cultural Arts Dept. office on the 2<sup>nd</sup> Floor of North Charleston City Hall (2500 City Hall Lane, North Charleston, SC 29406).

*I have read and understand the rules and guidelines set forth by the City of North Charleston Christmas Festival Committee regarding the Holiday Market. The City of North Charleston is not responsible for any equipment or supplies left on the premises before or after the event. By signing and submitting this application, the applicant accepts all conditions set forth in the registration form.*

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Mail completed application to:**  
City of North Charleston Cultural Arts Dept.  
PO Box 190016, North Charleston, SC 29419

**E-mail completed application to:**  
mmartin@northcharleston.org

**Hand deliver application to:**  
City of North Charleston Cultural Arts Dept.  
North Charleston City Hall, 2<sup>nd</sup> floor  
2500 City Hall Ln, North Charleston, SC 29406