

NORTH CHARLESTON HARVEST FESTIVAL

VENDOR APPLICATION

Saturday, October 21, 2023

Setup 2:30-3:30pm | Event 4-7pm | Breakdown 7-7:45pm
East Montague Avenue /Olde Village of North Charleston

Deadline for this application is 5:00pm on Friday, October 13, 2023

For Office Use Only

HFV# _____
Received: _____
Accepted: Y or N _____
Payment: _____
Receipt # _____
Receipt Mailed: _____
Details Sent: _____

TERMS AND REGULATIONS

- ☞ This application is open to vendors age 18 and up. Priority will be given to artists and fine craft artisans. Vendors that duplicate the merchandise or food offerings of the brick and mortar East Montague Avenue merchants will not be accepted. Sponsor reserves the right to curate and limit vendors to ensure a variety of items and prices. Due to the number of brick and mortar restaurants, food vending is limited to snacks that can be prepared and sold from booths.
- ☞ The vendor fee of \$10 is due no later than 5:00pm on Friday, October 13, 2023. Vendor fee is non-refundable.
- ☞ All vendors must meet South Carolina DHEC guidelines (if applicable) and are responsible for collecting/remitting appropriate state sales taxes and/or fees.
- ☞ Vendor spaces are outdoors and measure approx. 10x10'. Vendors must provide all display equipment, such as tables, chairs, tents, extension cords, trash bags, etc. Electrical access is limited.
- ☞ Vendor check-in is at the corner of East Montague and Jenkins Avenue. Set-up is from 2:30-3:30pm and break-down is from 7:00-7:45pm.
- ☞ No vendor vehicles will be allowed in the event space except for during set-up and break-down. Vendors may drive their vehicles to their assigned space to unload, but must move vehicle before setting up.
- ☞ Vendor spaces must be continually manned at all times. No early break-downs.
- ☞ Vendors are responsible for managing trash in their area; please bag trash for the city sanitation staff to pick up. Do not overstuff public trash cans.
- ☞ 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.

Business Name: _____ Contact Person: _____

Phone: _____ Email: _____

Street Address: _____ City: _____ State: _____ Zip: _____

Type of vendor: ___ Food ___ Art/Craft ___ Retail ___ Non-profit ___ Other (describe: _____)

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

North Charleston Business License # _____ SC Tax Revenue # _____

Will you need access to electricity? ___ Yes ___ No

If accepted, the non-refundable vendor fee of \$10 may be paid by credit card, check, or cash. Upon acceptance, credit card payments can be made online using a secure link. 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 2nd Floor of North Charleston City Hall (2500 City Hall Lane, North Charleston, SC 29406).

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 vendor accepts all conditions set forth in the terms and regulations.

Applicant's Signature: _____ Date: _____

Mail completed application to:

City of North Charleston Cultural Arts Dept.
PO Box 190016, North Charleston, SC 29419

Or email to: tgillespie@northcharleston.org