

North Charleston
ARTS FEST 2019

Arty Block Party Vendor Application

Artists, Crafters, Fine Craft Artisans, Arts-related Businesses/Organizations

Friday, May 3, 2019

Setup 3:00pm-4:30pm/Event 5:00-9:00pm/Breakdown 9:00-9:30pm

Application deadline April 17, 2019

TERMS AND REGULATIONS

- Applicant must be a SC resident, age 18 and up.
- Open to artists, crafters, fine craft artisans, and arts-related businesses/organizations (see vendor category descriptions).
- Sponsor reserves the right to curate and limit vendors to ensure a variety of items and prices.
- Vendor spaces are outdoors and measure approximately 10' X 10'.
- Vendor must provide all display equipment, including tables, chairs, tents, etc.
- Electrical access is limited and allotted based on application date.
- Vendor spaces must be continually manned at all times. No early breakdowns (see 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. Visit www.sctax.org for information on obtaining a SC Department of Revenue Retail License.
- Sponsor reserves the right to photograph for publicity.
- Sponsor reserves the right to refuse an applicant on site that fails to meet criteria/compliance or for damages. No refund. Damages paid by vendor.
- By submission of an application, the artist accepts all conditions set forth in this prospectus.

Business Name: _____ Contact Person: _____
Phone: _____ Email: _____
Street Address: _____ City: _____ State: _____ Zip: _____
Type of vendor: ___ Art/Craft ___ Retail ___ Non-profit ___ Other (describe) _____

List all items that will be sold at your booth. Submit photos of products and price list 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 \$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 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: _____

Email application to:
mmartin@northcharleston.org

Mail application and check to:
City of North Charleston Cultural Arts Dept.
PO Box 190016
North Charleston, SC 29419-9016

Hand deliver to:
Cultural Arts Dept. offices, 2nd Floor
North Charleston City Hall
2500 City Hall Lane, North Charleston, SC
29406

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VENDOR CATEGORIES

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

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

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

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

Arts-related business: For-profit company conducting business or offering a service related to visual, performing, literary, and/or media arts. Products that are made from kits, imported for resale, or sold through a multi-level marketing structure are not permitted.

Arts-related organization: A non-profit group conducting business or offering a service related to visual, performing, literary, and/or media arts.

APPLICATION PROCESS

- Deadline: Wednesday, April 17, 2019 - 5:00pm
- Complete Vendor Application – print clearly.
- Photos of sales items must be submitted with the application. Submit photos or drawings of space layout to indicate use of tables, display equipment, etc.
- 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.
- Checks will be returned if not accepted.
- Applications can be submitted by email, mail, or in person.

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Charleston, SC 29406

- A vendor space fee receipt will be mailed following the processing of your application/fees. This receipt will confirm your acceptance.
- A detail letter with load-in and set-up details will be e-mailed to accepted vendors one week prior to the Arty Block Party.

ARTY BLOCK PARTY VENDOR SCHEDULE

Set Up - 3:00pm-4:45pm

Vendor will be assigned a specific location. A Vendor Coordinator will be on site at 3:30pm to check-in vendors. Upon arrival, go directly to the check in site as indicated in your letter. Do not begin set-up until you have confirmed your assigned space. Vehicles must be moved to public parking area by 4:15pm. Set-up must be completed by 4:45pm.

Event Hours - 5:00pm-9:00pm

Vendor spaces must be continually manned at all times.

Break Down - 9:00pm-9:30pm

Vendor is responsible for all of his/her items and must remove any trash. No early breakdowns. Not responsible for unclaimed items/equipment. East Montague Avenue will re-open to vehicular traffic at 9:45pm