

# North Charleston ARTS FEST 2019

## World Arts Expo Vendor Application

Multi-Cultural Artists, Fine Craft Artisans,  
and Cultural Organizations

**Saturday, May 4, 2019**

Riverfront Park, 1001 Everglades Ave.

Setup 9am-10:30am Event 11am-5pm

**Application deadline April 15, 2019**

### TERMS AND REGULATIONS

- Applicant must be a SC resident, age 18 and up.
- Open to artists and fine craft artisans vending multi-cultural items, as well as cultural 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 10x'10'.
- Vendors will be provided one (1) 10'x10' tent, one (1) 6' table, and two (2) chairs. All additional display equipment must be brought in by vendor.
- Electrical access is limited and allotted based on application date. Riverfront Park has public WiFi access.
- 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](http://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.

### VENDOR CATEGORIES

**Art:** Original fine art, folk art, photography, or prints that are executed in the tradition of, or concentrate on the essence of, people and cultures from around the world

**Fine Crafts:** Finely crafted artisanal items created by using traditional techniques of cultures from around the world

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

**Cultural organization:** A non-profit, community group, association, or club that shares information, promotes understanding, and/or celebrates the culture and heritage of a country or people.

### APPLICATION PROCESS

- Deadline: Wednesday, April 15, 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.
- Applicant will not be charged if not accepted as a vendor. Checks will be returned.
- Applications can be submitted by email, mail, or in person:

*Email application to:*

[mmartin@northcharleston.org](mailto:mmartin@northcharleston.org)

*Mail application to:*

North Charleston Cultural Arts Dept.

PO Box 190016

North Charleston, SC, 29419

*Return in person to:*

Cultural Arts Department, 2<sup>nd</sup> Floor

North Charleston City Hall

2500 City Hall Lane

North 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 World Arts Expo.

### WORLD ARTS EXPO VENDOR APPLICATION

Applicant Name \_\_\_\_\_

Indicate Business or Organization name below (If applicable) \_\_\_\_\_

Street \_\_\_\_\_

City/State/Zip \_\_\_\_\_

Phone \_\_\_\_\_

E-mail \_\_\_\_\_

Website \_\_\_\_\_

Type of sale items or description of information to be displayed/distributed (attach separate sheet if necessary):

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

#### Required attachments:

- Photos of sale items, price list
- Photos, drawings, or written description of vending space layout

Will you need an electrical outlet? \_\_\_ Yes \_\_\_ No

#### Please check and submit appropriate Vendor Fee.

\_\_\_ Art/Fine Craft (Individual or group) **\$50**

\_\_\_ Organizations: (Info only; no sales) **Free**

If accepted, the non-refundable vendor fee of \$50 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).

*I accept all conditions set forth in this prospectus:*

Signature \_\_\_\_\_ Date \_\_\_\_\_

#### For Office Use Only:

ACV# \_\_\_\_\_ Date Received: \_\_\_\_\_

Accepted: Y or N

Amount/ Form of Payment: \_\_\_\_\_/\_\_\_\_\_

Receipt #: \_\_\_\_\_ Date: \_\_\_\_\_

Date Receipt Mailed or Check Returned: \_\_\_\_\_

Date Details Mailed: \_\_\_\_\_

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Multi-cultural artists, fine craft artisans, and cultural organizations are invited to participate as a vendor during the inaugural World Arts Expo at Riverfront Park, a component of the 2019 North Charleston Arts Fest. The World Arts Expo is a celebration of visual and performing arts from cultures around the world! The outdoor, family-friendly event features music and dance performances, live art demonstrations, multi-cultural food offerings, art, craft, and information vendors, hands-on activities, roving entertainment, and a kid's zone.

The North Charleston Arts Fest is one of the most comprehensive arts festivals in the state, drawing more than 30,000 visitors annually to participate in a fabulous, multi-day event highlighting all arts disciplines. The event schedule offers something for everyone, including concerts, theatre presentations, children's programs, workshops and demonstrations, exhibitions, public art installations, and much more.

Visit the festival website to view details and updates, including downloadable applications for Judged Art, Photography, Tri-County Youth Art, Tri-County Sculpture, SC Palmetto Hands Fine Craft, and National Outdoor Sculpture competitions; Art & Craft Vendors; and Volunteers.

NorthCharlestonArtsFest.com  
(843) 740-5854  
culturalarts@northcharleston.org

## ARTS FEST SCHEDULE

### DAILY EVENTS

May 1-5, 2019

Free & ticketed events at various locations throughout the city: concerts, theatre presentations, lectures, workshops, demonstrations, exhibitions, public art installations, and more!

### FLAGSHIP EVENTS

#### Arty Block Party

Friday, May 3, 2019, 5-9pm

Olde Village area of North Charleston

East Montague Avenue

North Charleston, SC 29405

#### World Arts Expo

Saturday, May 4, 2019, 11am-5pm

North Charleston Riverfront Park

1001 Everglades Avenue

North Charleston, SC 29405

#### Exhibition Encore

Sunday, May 5, 2019, Noon-6pm

Charleston Area Convention Center

Exhibit Hall A

5001 Coliseum Drive

North Charleston, SC 29405

Visit [NorthCharlestonArtsFest.com](http://NorthCharlestonArtsFest.com) for complete details on festival programming!

## WORLD ARTS EXPO VENDOR SCHEDULE

Saturday, May 4

<i>Set Up</i>	<b>9:00am - 10:30am</b>
<i>Vendor Hours</i>	<b>11:00am - 5:00pm</b>
<i>Breakdown</i>	<b>5:00pm - 6:00pm</b>

- A detail letter with load-in and set-up details will be e-mailed to accepted vendors one week prior to the World Arts Expo.
- Vendors will receive space assignment at check-in on Saturday, May 4.
- Vendor Coordinators will be on site to check in vendors. Upon arrival, go directly to the load in site as indicated in your letter. Do not begin set-up until you have confirmed your assigned space with a coordinator.
- Set-up must be completed by 10:30am and vehicles moved to public parking area by 11:00am.
- Breakdown is no earlier than 5:00pm.