



World Arts Expo Vendor Application

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

Saturday, May 2, 2020 • 10:00am-5:00pm

Riverfront Park, 1001 Everglades Avenue, North Charleston, SC 29405

Application deadline April 15, 2020

Multi-cultural artists, fine craft artisans, and cultural organizations are invited to participate as a vendor during the World Arts Expo at Riverfront Park, a principal event of the 2020 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, film screenings, 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.

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, 2020 - 5:00pm. Apply early – limited spaces available.
- Complete Vendor Application – print clearly. There is no fee to apply.
- 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.
- A vendor space fee receipt will be mailed following the processing of your application/fees. This receipt will confirm your acceptance.
- Applicant will not be charged if not accepted as a vendor. Checks will be returned.
- 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 2. Set up takes place from 8:00am-9:30am.
- Vendor Coordinators will be on site to check in vendors at 8:00am. 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 9:30am and vehicles moved to public parking area by 10:00am.
- Vending hours are 10:00am-5:00pm. Breakdown is no earlier than 5:00pm.

Applications can be submitted by email, mail, or in person:

Email application to:
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, 2nd Floor
North Charleston City Hall
2500 City Hall Lane
North Charleston, SC 29406

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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 10x10'.
- 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.
- 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.

WORLD ARTS EXPO VENDOR APPLICATION

Business/Organization: _____ Contact Name: _____
Street: _____ City/State/Zip: _____
Phone: _____ E-mail: _____
Website: _____ Social Media: _____

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: _____