

Rivertown Holiday Market
 Saturday, December 2, 2023 * 9:00am - 2:00pm
VENDOR APPLICATION

Booth Name _____
 Contact Name _____
 Address _____
 City _____ State _____ Zipcode _____
 Phone _____ Email _____

APPLICATION DEADLINE
November 24, 2023 or Until Filled

SUBMISSION OF APPLICATION DOES NOT GUARANTEE A SPACE

Category: _____
 (Example: Wood, Fabric, Jewelry, Children's, Arts & Crafts, Information, Pottery, Cosmetics, etc....)
 Describe (*in detail*) the contents of your booth (**Be Specific**). If you are approved as a vendor, items not listed below will not be eligible for display in your booth: _____

Limit two (2) spaces per vendor.

- 10' x 10' space \$50.00 Number of Spaces \$ _____
 Electricity Fee \$25.00 (*limited availability*) \$ _____
 Total Payment Enclosed: \$ _____

Please make checks payable to: CONWAY PARKS & RECREATION

Pay by Credit Card Visa/MC/Discover Accepted
 Name on Card: _____
 Card # _____
 Exp: / _____ 3 digit Code _____

Send Payment to:
 Holiday Market
 Conway PRT
 PO Box 1075
 Conway, SC 29526

APPLICATION MUST INCLUDE: 2 photos of your set-up/products must be included. Payment of fees must be included. Application must be signed.

Date Received

Approved / Denied by

Date Notified

Ck# _____ / Cash/CC

I have read, understand and agree to follow all rules and regulations (*listed on the front/back of this application*) for the Rivertown Holiday Market. Applicant further agrees to save, defend, and hold harmless the City of Conway, SC, and its agents/employees from any and all claims for damages for injury (*including death*) and property damages and theft arising from applicant's use of occupancy of any City of Conway, SC property or any activity conducted by applicant on that property.

Signature _____ Date _____

Rivertown Holiday Market

Saturday, December 2, 2023 * 9:00am - 2:00pm

VENDOR RULES & REGULATIONS

RIVERTOWN HOLIDAY MARKET: The Rivertown Holiday Market hours will be 9:00am -2:00pm on Saturday, December 2, 2023. The Holiday Market is an indoor show that will be held at the Conway Recreation Center, located at 1515 Mill Pond Road in beautiful Conway, South Carolina. This indoor show is designed as a holiday gift show to provide vendors offering quality arts/craft and commercial items a location to sell their products or to promote their business for the holiday season. This shopping event features specialty merchants from across the country offering unique gift items. The Rivertown Holiday Market includes merchants selling everything from clothing, jewelry, and handbags to specialty gift food, art, crafts and children's items.

1. **APPLICATION PROCESS:** Submission of this application does not guarantee a space. Applicants must submit (*with application*) at least two (2) photos of the items that will be available for sale in their booth. No application will be accepted without the complete application, photos and fee. If your application is not approved, your check will not be cashed and it will be returned. Once you have been accepted as a vendor, **NO REFUNDS** will be issued for any reason. **Application deadline is November 24, 2023 or until spaces are full.** A confirmation will be sent via email or mail.
2. **RESTRICTED ITEMS:** Food and beverage items such as sandwiches, soft drinks and water may not be sold. Specialty food gift items will be approved on a case by case basis. Music may not be played from individual booths. We reserve the right to remove any items that have not been screened, are of poor quality or inappropriate. **The following items are banned from sale: Any type of animal or pet, snap-N-pops, cap guns or rockets, disappearing ink, crazy foam or silly string, stink bombs, water and marsh mellow guns, knives, guns and/or any other weapons (including replica weapons).**
3. **SPACE ASSIGNMENTS:** Spaces are 10' x 10'. Booths will be assigned in advance. Exhibitors will not be able to extend beyond the 10' x 10' space. Isles must be clear at all times. Vendors will receive a welcome packet at set-up. Staff will be on hand to assist with any questions you may have. If you need more than the allotted 10' x 10' space for display, you must purchase another space in advance. Spaces may not be sublet.
4. **BOOTH APPEARANCE:** All booth should be attractive and have a holiday theme. Tables must be covered and draped to the floor. Boxes and overstock should not be visible at any time. Please keep your display neat and free of trash. Vendors must bring all necessary displays, tables, and chairs.
5. **ELECTRICITY:** Electricity is available on a very limited basis, at limited locations. If you have a need for power, please mark this on the application and pay the appropriate fee. The electricity fee is **\$25.00 per space.** No generators allowed.
6. **SET UP:** Vendors **may begin their set up** on Friday, December 1 from 5:00pm – 8:00pm and Saturday, December 2 from 6:30am 8:30am. All set up must be completed no later than 8:45am on Saturday, December 2. If you arrive late, your space may not be available. Set up is not allowed after the event has started.
7. **NO OPEN FLAMES, NO SMOKING and NO PETS** allowed in the Conway Recreation Center.
8. **CLEAN UP:** You are expected to leave the area you occupy as you found it prior to set up. Please dispose of your trash in the provided trash cans.
9. **NO EARLY BREAK DOWN:** The breakdown of displays and vendor booths is not allowed **until the Market closes at 2:00pm.**
10. **NOTICE:** Conway Parks, Recreation reserves the right to **ACCEPT** or **REJECT** any application. We also reserve the right to remove any vendor that does not follow the rules and regulations as established for this event.
11. **TAXES:** As the vendor, you are responsible for collecting and reporting South Carolina sales tax as required by law.
12. **NO SHOWS:** Vendors accepted into the Market who fail to participate without giving a 48 hour written notice shall **NOT** be eligible to participate in future shows promoted by Conway Parks, Recreation.
13. **QUESTIONS:** If you have any questions or comments about the Rivertown Holiday Market, please contact Conway Parks, Recreation at (843) 488-1950 or email, Janic Hopkins at jhopkins@cityofconway.com or Visit us online at www.ConwayParksandRecreation.com.