

Rivertown Holiday Market
Saturday, December 5, 2026 * 9:00am - 2:00pm
VENDOR APPLICATION

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

APPLICATION DEADLINE
November 27, 2026 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 & TOURISM

Pay by Credit Card Visa/MC/Discover Accepted

Name on Card: _____

Card # _____ - _____ - _____ - _____

Exp: ____/____ 3 digit Code: ____

Send Payment to:
**Conway Parks &
Recreation
1515 Millpond Rd
Conway, SC 29527**

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 5 * 9:00am- 2:00pm

VENDOR RULES & REGULATIONS

RIVERTOWN HOLIDAY MARKET: The Rivertown Holiday Market hours will be 9:00am - 2:00pm on Saturday, December 5. 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 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 27, 2026, or until spaces are full.** 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 always be clear. 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 booths 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 4th from 5pm – 8pm and Saturday, December 5th from 7am – 8:30am.** All set-ups must be completed no later than **8:45am on Saturday, December 5th**. If you arrive late, your space may not be available. Set up is not allowed after the event has started. Vehicles are not allowed in the building.
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 setting 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 & Tourism 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 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 & Tourism.
13. **QUESTIONS:** If you have any questions or comments about the Rivertown Holiday Market, please contact Conway Parks, Recreation & Tourism at (843) 488-1950 or email) Junior Hemingway (khemingway@conwaysc.gov) Mykal Moody (mmoody@conwaysc.gov) or Janic Hopkins (jhopkins@conwaysc.gov)