



Arty Block Party Vendor Application

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

Saturday, May 4, 2024 • Olde Village Area of North Charleston – East Montague Avenue

Setup 3:00pm-4:30pm/Event 5:00-8:30pm/Breakdown 8:30-9:00pm

Application deadline: April 17, 2024

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). Products made from kits, imported for resale, or sold through multi-level marketing programs are not permitted.
- Sponsor reserves the right to curate and limit vendors to ensure a variety of items and prices.
- Vendor spaces are in an outdoor business district. Each space measures approximately 10' X 10'.
- Vendor must provide all display equipment, including tables, chairs, tents, etc.
- Vendor spaces must always be continually manned. 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. Vendors should have contactless payment systems available for patrons.
- 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.

Applications can be submitted by email or postal mail:

Email application to:
tgillespie@northcharleston.org

Mail application to:
North Charleston Cultural Arts
PO Box 190016
North Charleston, SC, 29419

ARTY BLOCK PARTY VENDOR APPLICATION

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 (required).

*North Charleston Business License # _____ SC Tax Revenue # _____

Will you need access to electricity? Yes No (access is limited and allotted based on application date)

If accepted, the non-refundable vendor fee of \$25 may be paid by credit card or check. 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. 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: _____



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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, 2024 - 5:00pm. Apply early – limited spaces available.
- Complete Vendor Application – print clearly. There is no fee to apply. Apply early – limited spaces available.
- 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.
- 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.
- Applications can be submitted by email, mail, or in person.
- A secure link to pay your vendor space fee will be emailed following the processing of your application. The receipt of this link will acknowledge your acceptance as a vendor. Once payment is received, participation is confirmed.
- An electronic press kit will be provided to assist vendors in promoting their participation in the Arty Block Party. 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-8:30pm

Vendor spaces must always be continually manned.

Break Down - 8:30pm-9:00pm

Vendor is responsible for all his/her items and must remove any trash. No early breakdowns. Event staff is not responsible for unclaimed items/equipment. East Montague Avenue will re-open to vehicular traffic at 9:15pm