



2010 STREET MARKET VENDOR APPLICATION

Date of Application: _____

Booth Name: _____ Contact Name: _____

Address/State/Zip: _____

Primary #: _____ Secondary #: _____

E-mail (please print): _____

All correspondences will be through e-mail, unless otherwise noted.

Markets will be held on the 2ND SATURDAY of each month. (except May 8: Red Rose Festival)

Please check market dates in this payment. Payment secures space.

April 10 **June 12** **July 10** **August 14**
 September 11 **October 9** **November 13**

Booth Information: 10'X10' tents will be provided on a first rental basis for all non-food vendors.

Vendor Fees: *All Vendor Fees \$20 (Please mark which is applicable)*
 Arts & Crafts Direct Sales/Commercial Non-Profit Concessions

SC Law requires each vendor have a South Carolina Retail License \$50.00 or a SC Arts and Crafts License \$20.00. Both are a permanent license. This is not your federal ID number. License issued by other states are not valid in South Carolina. You may obtain a license by contacting: SC Dept. of Revenue 454 S Anderson Road, Rock Hill, SC 29730. The local telephone number is 803 324 7641. (Press 0 for operator).

Vendors are responsible for having this license at the event as they may be asked to present it to a Revenue Officer from SCDOR. Vendors are also responsible for collecting 8% tax, filing their return and remitting tax to SCDOR on form ST-3.

Please attach with this application:

Street Market Fee (\$20) Product prices
 Description of products sold SC Retail License number
 Concessions: Menu

The Lancaster Street Market is a RAIN OR SHINE EVENT

I have read and agree to abide by rules established by The City of Lancaster. I agree to release and hold harmless The City of Lancaster, its employees and volunteers, as well as the Owners of any private property that the market utilizes from any damages, losses due to theft of the undersigned vendor's property, or for any personal injury possibly sustained while participating in the Street Market.

Vendor Name: _____

Date: _____

Mail Application
 See Lancaster SC, Street Market
 PO Box 1149, Lancaster, SC 29721
 (201 W. Gay Street, Lancaster, SC 29720)



Event Information: See Lancaster SC Offices: 803-286-1145.
Events Coordinator Caroline B. Hasty cell 803-246-9266 chasty@lancastercitysc.com



2010 STREET MARKET VENDOR PRODUCT DESCRIPTIONS

Booth Name: _____

Contact Name: _____

Vendor Type: (Ex: Arts/Crafts, Non-profit, concessions, etc...) _____

Product Descriptions with Prices: Arts/Crafts/Jewelry/Direct Sales/Non-Profit:

Direct Sales: Please attach picture if necessary. Call Events Coordinator.

Concessions: Menu items and Prices

SC Retail License number _____

Events Coordinator **Caroline B. Hasty** cell 803-246-9266 chasty@lancastercitysc.com



STREET MARKET VENDOR GUIDELINES & INFORMATION

WELCOME TO LANCASTER!

Thank you for choosing beautiful downtown Lancaster as part of your craft/art show stop. The Street Market is set for the 2nd Saturday of each month from April 10 to November 13 (except May 8). We hope that this will be a rewarding experience, both personally and financially. Please look over this information and contact me with any questions or concerns that you may have.

Location: Historic Downtown Lancaster on the corner of Main and Gay Street

Dates: **2nd Saturday of each month!**
Please circle which market you wish to participate in this application.

April 10

May 8

June 12

July 10

August. 14

September 11

October 9

November 13

Times: 9 am until 3 pm

Booth Information: 10X10' tents will be provided on a first rental basis to non-food vendors only. Concessions vendors must provide own tent (10'X10') space.

Vendor Fees: \$20.00 (Please make check payable to See Lancaster SC Street Market)

SC Retail License: SC Law requires each vendor have a South Carolina Retail License \$50.00 or a SC Arts and Crafts License \$20.00. Both are a permanent license. This is not your federal ID number. License issued by other states are not valid in South Carolina. You may obtain a license by contacting: SC Dept. of Revenue 454 S Anderson Road, Rock Hill, SC 29730. The local telephone number is 803 324 7641. (Press 0 for operator).

Vendors are responsible for having this license at the event as they may be asked to present it to a Revenue Officer from SCDOR. Vendors are also responsible for collecting 8% tax, filing their return and remitting tax to SCDOR on form ST-3.

The Lancaster Street Market requires vendors to attach a copy of your SC Retail License to this application. You will not be allowed to participate without a license. If you are a tax-exempt organization, please attach a copy of your exemption.

Vending Area Descriptions and Qualifications:

Crafters/Artisans/Jewelry Crafters/Artisan vending must be 100% hand-made and hand-crafted by the seller. Kits are prohibited. Please send in photograph of items to be sold.

Jewelry Vendors: 75% of booth must be jewelry.

Direct Sales/Commercial: **Please send in photograph of items to be sold.**

Concessions/non-profit

1. Provide own trash containers
2. Menu must be displayed at point of sale
3. Provide a fire extinguisher (for any on-site cooking items)

ALL Concessions will be inspected by Lancaster County Food Inspector. For information regarding inspections please call Paul Gibson at 803-285-6901. Only permitted concessions will be allowed.

Arrival and Set Up:

One hour prior to opening of market. **1.** Off load **2.** Park **3.** Set-up (30 min)

Please be quick to off-load. Please do not set up while off-loading! All vehicles must be off premises within 10 minutes of show time.

Parking: Kanawha parking lot corner of White Street and Gay Street.

Electricity: Not available

Departure and Tear Down: PLEASE DO NOT PACK WHILE LOADING

Tear down begins promptly at the end of the show. (Please check the times above.)

Rules and Regulations

1. Vendors are responsible for bringing their own table, chairs and displays.
2. *This is a rain or shine event (No refunds for in climate weather)* Registration is a commitment to the event and no refunds will be made.
3. Deadline for acceptance into show: 2 weeks prior to Street Market
4. Space assignments: Week of Event
5. Space assignment will be listed at www.lancastercitysc.com
6. Vendors must stay in assigned spaces, unless moved by Events Coordinator.
7. Vendors **MUST** be in their booths and set up within 20 min prior to show start.
8. Vendors must remain at all times at their booth. Volunteers will be available to assist with breaks, if needed. Please let a volunteer know.
9. All Exhibitors are expected to participate in the **entire** event. Please bring enough items to sell for the duration of the event. **NO** vendor is to breakdown their booth early, unless cleared by the Events Coordinator.
10. The City of Lancaster and See Lancaster SC are not responsible for any of damage, injury or loss arising out of, or in connection with, use of space or ground of the Market.
11. Decisions made by The City of Lancaster and the City of Lancaster See Lancaster SC are final.
12. **Contact Information:** Event Coordinator Caroline Hasty at: **803-246-9266** or e-mail at chasty@lancastercitysc.com Mail Application To: **See Lancaster SC Street Market *201 W. Gay Street* Lancaster, SC 29720 * 803-286-1145.**
Make checks payable to **See Lancaster SC.**
13. **MOST IMPORTANT!** HAVE FUN! It is essential! For all of us! Please call or e-mail with any questions that you may have! It will be an exciting weekend!



See Lancaster SC and The Performing Arts Series 201 W. Gay St, Lancaster, SC 29721
or PO Box 1149, Office 803-286-1145 Fax 803-286-9266 or www.lancastercitysc.com

