



**City of Isle of Palms
Holiday Street Festival
Saturday, December 7th, 2019
2:00pm – 7:00pm**



The annual Isle of Palms Holiday Street Festival is coming up on **Saturday, December 7th** and we invite all arts, crafts and food vendors to fill out an application to participate in this wonderful event! Entertainment will include live music, carnival rides, jump castles, balloon artist, face painter and additional fun activities for people of all ages.

Vendor responsibility and Information:

- Cost is **\$20.00 for Arts and Crafts** for a 10' X 10' space and **\$50.00 for Food**
- Electricity will not be available
- Arts and Crafts must be artisan products and hand-made (Commercial and mass-produced items will not be accepted)
- Vendors are responsible for their own tables, chairs, display material, protective covering, and set up of space. *****Be sure to bring someone to help you load in, set up, dismantle, and load out.**
- Each vendor will be responsible for signage and collecting money for their products
- Vendors are responsible for large trash items that will not fit into Front Beach trash containers
- Vendors are responsible for leaving the space clean and clear of refuse
- Grease, oil or other products may not be poured into storm drains
- Vendors **may begin setting up at 11:00am** and are **expected to remain open for entirety of event.**
- Vehicles **will not be able to access vendor zone for loadout until 7:00pm** as the event concludes
- Vendors must unload their vehicles and immediately move them to the designated parking area
- **Vehicles shall not be left on Ocean Boulevard after 1:30pm**
- Food vendors will operate all food booths in conformance with all applicable Charleston County, State of South Carolina and City of Isle of Palms codes and ordinances
- Completed vendor applications must be received by **Friday, November 1, 2019 by 5:00pm**. *****Please do not include payment until you have been approved as a vendor by the Recreation department.**
- Payment for approved vendors must be received by **Friday, November 15th by 5:00pm**. (If payment is not received at this time it will be assumed you cannot participate and another vendor will be chosen to take your place)

The City of Isle of Palms:

- Will supply a space for use as a booth.
- Will assume no responsibility for Workman's Compensation, FICA, or other withholding taxes for any and all employees or agents that work in the booths and shall not be responsible for sales tax.
- Reserves the right to approve/deny each booth based on the items offered for sale, distribution, or display in order to avoid excessive duplication. No booths will be assigned for garage sale type merchandise.
- Reserves the right to locate exhibitors for the maximum benefit of IOP Holiday Street Festival.
- Will assume no responsibility for items left at the Festival site.

If you have any questions, please contact **Andrea Harrison at (843) 886-8294** or email at aharrison@iop.net
To apply, please print out and complete the attached vendor application form.

**City of Isle of Palms
Holiday Street Festival
Vendor Application Form**

When: Saturday, December 7th from 2:00-7:00pm

Where: Ocean Blvd. between Pavilion Ave. and 10th Ave. on Isle of Palms

Cost: \$20.00 for Arts and Crafts for a 10' x 10' space and \$50.00 for Food

Please fill out this application form and either mail to the address below or send via e-mail to aharrison@iop.net. **Do not send a payment with the vendor application form. Payment will be required upon approval.**

MAIL TO:
City of Isle of Palms Recreation
Attn: Andrea Harrison
PO Drawer 508
IOP, SC 29451

Target Dates:

- **Application Deadline:** November 1, 2019 by 5:00pm
- **Vendor Notification:** November 8, 2019
- **Payment for approved vendors due:** November 15, 2019 by 5:00pm
- **Vendor Notification/ Site Assignment and details:** November 18, 2019
- Holiday Street Festival December 7, 2019 (2pm-7pm)
- **Load in: 11:00am, Load out: 7:00pm**

Approved vendors will receive an email with event details and a street layout/ site location **by Friday, November 18, 2019**. If you have any questions, please call **Andrea Harrison at (843) 886-8294**.

Please complete the following information and mail/email to aharrison@iop.net

BUSINESS NAME: _____

CONTACT PERSON: _____

ADDRESS: _____

PHONE NUMBER: _____

EMAIL: _____

PRODUCTS, ITEMS OR FOOD TO BE SOLD OR DISPLAYED: _____

INCLUDE WEBSITE AND/OR PHOTOS DISPLAYING WORK: _____

TYPE OF BUSINESS/ORGANIZATION (circle one): Arts and Crafts (\$20.00) Food (\$50.00)