



2021 Anne Springs Close Greenway Artisan Market Vendor Information

Please read this document BEFORE you complete the application!

New for 2021! We will have three Artisan Markets at the Greenway! You can apply for all of the shows on one application and one application fee covers submission for 1, 2 or 3 shows.

Dates: Spring Artisan Market, Saturday, May 1st
Fall Artisan Market, Saturday October 2nd
Winter Wonderland Artisan Market, Saturday December 4th

Time: 9am to 4pm

Set up: 7am on Saturday, early set up on Friday prior Time TBD

All Booths are OUTSIDE. The vendor area is in grass.

Contact Info: Mina McLean MacDonald (event coordinator)

- **Email:** minamclean@ascgreenway.org
- **Phone:** 803.547.1010 (office)
- If you have my private cell phone number from a prior show, please refrain from using it to reach me prior to the few days before the show. The best way to reach me is by email or office phone. Thank you!

Booth Locations: Outside booth spaces will be on the festival lawn at the Greenway Gateway. Please see the map for more details.

Application Process: Vendors will need to complete the online application found here: [Application Form](#). After you complete the form, you must click on the link at the end to pay your \$10 application fee and complete the waiver form. **Entry forms that are received without the application fee and waiver form completed will not be considered.**

Registration Process: If you are chosen as a vendor, you will be sent an email confirming your entry. You will then receive an email on how to pay for your space. You can do so over the phone or in person at our Front Desk. We do not accept Money Orders.

Fees: All booths will be \$65. (\$10 application fee, \$65 balance to be paid when you complete your registration).

Electrical access: The fee for electrical access will be \$25 for any vendors who require power during the event. **Please keep in mind that no heaters of any kind are allowed at any of our Artisan Markets.** If

you are planning on running a device that requires a lot of power, please clear it with me prior to payment. Only the **orange booths** marked on the map as having electrical access will be near enough to gain access. If you take a booth that has electricity access, you will be charged for electricity.

Tables & Tents: Please bring your own tables and tents. We are not able to rent tables or tents to vendors. Tents are not required, though many vendors bring them. Tents must be properly secured. This is an outdoor event and your tent must be staked and weighted down to prevent it blowing over and potentially harming guests, vendors or other vendor's items.

Space Assignments: You will be able to choose your booth space when you pay. We will send you the vendor map and an online listing of available spaces. More details will be provided if you are selected as a vendor.

Set Up: When it comes to set up, each spot outdoors will be marked so you will be able to find your space on Friday if you do early set up or on Saturday morning.

Vendor Categories: Please read over the vendor categories before you fill out the application so you can pick the correct category for your items. You do need to pick one primary category and this is based on what you have the most of in your booth. If you plan on participating in multiple artisan markets and will have different items at different shows, please indicate that on your application form.

Door Prizes: **ONLY APPLICABLE TO WINTER WONDERLAND ARTISAN MARKET** We collect donated items from all our vendors that we raffle off to guests (and vendors!) who purchase a ticket. Each guest who pays for entry will receive one free raffle ticket. We ask that vendors donate a **handmade/homemade** item valued at \$10 or more. Please drop your item off in the door prize tent when you arrive for set up. Please make sure your item is clearly marked with your name, business name (if you have one) and your booth number. This does not apply to the spring and fall markets.

Parking: Vendor parking is in a defined area behind the riding ring in the festival grounds. No vendors are allowed to park in the gravel parking lot. You will be emailed a parking pass to display on your car windshield to show you are a vendor. All vendor vehicles must be moved to vendor parking by 8:30am on Saturday. If you are in a space where you can park behind your space, you are not allowed to move your vehicle until after the show ends.

Business Licenses: The State of South Carolina requires a one-time vendor license for anyone selling items in the state. You can purchase your license online for just \$20 at <https://mydorway.dor.sc.gov/>. If you have questions about the business license, please reach out to Erica Stiley, Revenue Officer with Rock Hill Collections. She can be reached at 803-909-8784 or Erica.Stiley@dor.sc.gov

More details will come as we get closer to the event date(s)! I look forward to having an Artisan Market series this year! Looking forward to working with each and every one of you!