



Anne Springs Close Greenway

2023 Winter Artisan Market Vendor Information

Please read this document BEFORE you complete the application!

The intention is to hold an outdoor evening Winter Market. We are still working through the lighting plan to determine the exact time of this event. If we are unable to provide adequate lighting for an evening event, the market will be held at the earlier time.

Dates: Saturday, December 2

Time: 3pm-8pm*

* Vendors will be responsible for providing lighting within their booth.

Contact Info: Chelsea Chesser, Outdoor Program Director at ChelseaChesser@ASCGreenway.org.

Booth Locations: All booth spaces will be on the Greenway Gateway lawn. Because of the style and set up of this event, no truck/trailer booth spaces are allowed for this market. Ambient lighting will be provided within the market. **Vendors are responsible for lighting within their booth.**

Application Process: Vendors will need to complete the online application for each market. 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: Vendor applications will be accepted until October 31. 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 online, over the phone or in person at our Front Desk. We do not accept Money Orders. If you are not selected you will be notified that you have been placed on the waitlist.

Fees: All booths will be \$65. (\$10 application fee, \$65 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: Set up will be on Saturday from 11am-2pm. Each spot will be marked so you will be able to find your space. All cars must be removed from the vendor area by 2pm.

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.

Parking: Vendor parking is in a defined area adjacent to the riding ring. 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. A light tower will be provided in the parking area.

Business Licenses: The State of South Carolina requires a one-time vendor license for anyone selling items in the state. You may purchase your license online at <https://mydorway.dor.sc.gov/> .

More details will come as we get closer to the event date!