



# 2024 Artisan Market Vendor Information

**Please read this document BEFORE you complete the application!**

**Dates:** Spring Artisan Market – Saturday, March 30, 2024  
Fall Artisan Market – Saturday, October 5, 2024  
Winter Holiday Market - Saturday, December 7, 2024

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

**Contact Info:** Chelsea Chesser, Outdoor Program Director - [chelseachesser@ASCGreenway.org](mailto:chelseachesser@ASCGreenway.org)

## **MARKET INFORMATION**

**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 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:** 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:** A \$10 fee is due upon submission of your application. Booth fees will be made when your registration is complete. **Non-electrical booths are \$70 and booths with electrical access are \$95 (orange booths only).**

**Electrical Access:** If you plan to run a device that requires a lot of power, please clear it with our Outdoor Programs Director prior to payment. Only the **orange booths** marked on the map have access to power. If you take a booth that has electrical access, you will be charged for electricity. **Please remember that no heaters of any kind are allowed at any of our Artisan Markets.**

**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 set up early 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.

**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 may purchase your license online at <https://mydorway.dor.sc.gov/> .

**Rain or Shine Policy:**

- All Artisan Markets are scheduled to take place rain or shine, unless there are severe weather conditions that would be unsafe or damage the grounds. If there is severe weather, Greenway staff will make a call about cancelling or potentially rescheduling the event.
- Vendors are expected to be prepared for all weather conditions.

**Cancellation of the Event:**

- If a market is impacted, a Greenway staff member will email all vendors to inform them of the decision to cancel or reschedule the event. We will also update our website and social media accordingly.
  - If we cancel the event, a refund of the booth fees will be issued for all of those that are participating in the market. The application fee is non-refundable.
  - If the event is rescheduled, a new date will be announced, and we will work through the details of those who cannot attend the new date.

**Vendor Withdrawal from Event:**

- If you are selected for a market and you accept your spot, we are fully expecting you to attend that day.
- If you drop out of the market more than two weeks ahead of time, we will do our best to fill your spot. If we can fill it, your booth fees will be refunded. If we cannot fill your spot, we reserve the right to hold onto your booth fees. The more notice you give us, the more likely it is we can fill your spot.
- If you drop out of the market within two weeks before the market, you will not be considered for the next two markets.
- If you drop out day of the event, you will not be considered for the next three markets going forward unless there are extenuating circumstances.
- If you drop out day of the event without contacting us, you will not be considered for additional markets going forward unless there are extenuating circumstances.