



SOUTH CAROLINA HISTORICAL SOCIETY

Vendor Application

Before completing this application, you need the following items:

1. Photo of your booth, tent, or cart (Note: Cart must fit through gate entrance measuring 49in wide by 90in high)
2. Photo of proposed craft/merchandise items
3. Written list of items and their cost.

This is an interest form, not a confirmation of space. By submitting this form, you acknowledge and accept the following terms, policies, procedures, and conditions as they apply. If accepted as a vendor, terms will accompany the forthcoming vendor agreement.

In the interest of supporting local businesses, considerations will be given to those vendors located within South Carolina.

Business/Organization Name: _____

Contact First Name: _____ Contact Last Name: _____

Address 1: _____ Address 2: _____

City: _____ State: _____ Zip: _____

Business Phone: (____) — ____ — ____ Home/Cell Phone: (____) — ____ — ____

Email: _____ Website: _____

Federal Tax ID#: _____

Environmentally Acceptable Packaging/Products Single-Use Plastic Regulations:

In accordance Section 14-55 of the Code of the City of Charleston, vendors are required to eliminate use of single-use plastic carryout and merchandise bags, certain plastic carryout and food packaging items and Styrofoam.

Items to be sold:

A vendor menu is not an acceptable substitute for the completion of this form. Approved items will be sent in writing from The South Carolina Historical Society.

If prices are not listed for each item, your application will be rejected.

Proposed Items:

e.g., candles, multiple sizes, \$7-\$10 each

Describe (in a separate attached document) the items you wish to sell and include the size/portion and price per item.

Booth/Unit Type:

- Tent
- Open Display
- Cart (Note: Cart must fit through gate entrance measuring 49in wide by 90in high)

Required Information:

Tent, cart, or display dimensions: _____

Attach photo of tent, cart, or display.

Attach photo of proposed craft/merchandise items.

* Images and list of items must be submitted with application in order for application to be reviewed.

Policies & Procedures

Please carefully review the following:

All vendors must be prepared to process payments independently (cash, credit/debit, PayPal, Venmo, etc.) and must pay relevant state or local taxes for the sale of merchandise during the event.

Time Requirements: Vendors must have all equipment off the premises within 30 minutes of the end time (4pm). A violation of these rules is grounds for exclusion from future use of the space.

Alcohol Rules: The sale of alcoholic beverages is strictly prohibited. Consumption of alcoholic beverages by vendors at their booth is prohibited.

Power: Power is available for vendor to use.

Professionalism: Vendors are expected to conduct themselves and present their space in a professional manner at all times. SCHS staff will conduct on-site vendor evaluations that will be used as criteria for future use of the space. Any vendor that fails to behave in an acceptable manner may be asked to leave the premises without a refund.

Indemnification: By agreeing to be a vendor, you agree to hold SCHS harmless for any claims by you, or any actions brought against you, and to indemnify SCHS for any costs, expenses, attorney fees, etc. which arise from any actions, errors, omissions, or negligence on the part of you, your staff or your agents while performing services under this agreement.

Permitting & Licensing: Vendors are responsible for obtaining all necessary business licenses and permits.

Subleasing: Vendors may not sublease, assign, or apportion the space. No more than one vendor may exhibit in the space.

Parking: Vendors are responsible for locating and paying for parking. SCHS does not provide parking for vendors or guest.

Staff Guideline Acknowledgement: Vendors ensure that all staff working the space will be made aware of, and will abide, by these guidelines.

Application Submission Guidelines: By submitting this interest form, you are agreeing that you have read and understand the policies explained in this interest form and realize that this is just an interest form not a confirmation of space.

SCHS will evaluate each vendor separately. Please note that acceptance as a vendor this calendar year does not guarantee acceptance for future years. Space will be reserved upon written confirmation from SCHS.

If accepted to participate as a vendor, I agree to abide by all policies and procedures.

Governing Law. This Agreement shall be governed by the laws of the State of South Carolina, and any disputes arising under it shall be instituted in the appropriate courts in the State of South Carolina.

Vendor Signature: _____ Date: _____

For SCHS Staff Use Only:

1. Vendor Application received on the following date: _____
2. All requirement noted in the application have been met. Y/N: _____
3. Vendor Application reviewed and approved or rejected. _____
4. If rejected provide reason.

5. Payment received, processed, and approved. Y/N: _____ Date: _____
6. Vendor added to schedule. Y/N: _____

SCHS Staff signature: _____ Date: _____