



Hilton Head Island Gullah Celebration

Native Island Business & Community Affairs Association, Inc.

PO Box 23452
Hilton Head Island, South Carolina 29925
843-255-7303
Nibcaa@aol.com | www.gullahcelebration.com

August 2016



Dear 2017 Arts, Crafts and Food Vendors/Exhibitors:

Welcome to the 21st Annual Hilton Head Gullah Celebration's Arts, Crafts and Food Expo. The Expo will be held on Saturday, February 18th and Sunday, February 19th, 2017. This year the Expo will be held on the grounds of the Hilton Head Middle School 55 Wilborn Drive, Hilton Head Island, SC 29926, just across the Hilton Head Bridges. This event is the most popular of the month-long festivities and attendance is growing steadily.

Due to the growing popularity of the Celebration, we anticipate that vendors' space will sell out quickly. Attached is the 2017 vendor's application with fee schedule. Vendor's Guidelines and waiver of liability form are also attached. Vendor application must be received or postmarked by Monday, January 16, 2017. See attached fee schedule.

Food vendor's fee is \$300.00 and Craft vendor's fee is \$200.00. To avoid duplication, only twelve (12) food vendors' spaces are available. **A TENT IS REQUIRED.** Use your tent and equipment or rent ours. Tents, tables, and chairs are available for rent/use and **must be requested with your application.**

Please read the enclosed information and adhere to all rules and guidelines. For more information call 843-255-7303.

Sincerely yours,

Betty Days

Betty Days
2017 Hilton Head Island Gullah Celebration Arts, Craft and Food Expo

**21st ANNUAL HILTON HEAD ISLAND GULLAH CELEBRATION
ARTS, CRAFTS AND FOOD EXPO**

P. O. Box 23452

Hilton Head Island, SC 29925

Phone: (843) 255-7303

**VENDOR/EXHIBITOR APPLICATION FORM
AND
WAVIER OF LIABILITY FORM**

Please Print:

I, _____ as an
(Owner's Name)

Owner/Manager _____
(Name of Business)

Mailing Address of Business _____
City _____ State _____ Zip _____

I accept full responsibility for the involvement of the referenced group, organization or individual at the Hilton Head Island Gullah Celebration Arts, Crafts, and Food Expo on Saturday, February 18 & Sunday, February 19, 2017.

I agree to hold harmless the Native Island Business and Community Affairs Association, Inc. and Hilton Head Island Gullah Celebration Officials, its successors and any and all persons acting under their authority from all civil and / or criminal liability under the laws and regulations of South Carolina and these United States which may result from the operation of the Hilton Head Island Gullah Celebration. I have read the Exhibitor information and agree to all the terms.

Signature: _____ Title: _____

Date: _____ Home Phone _____ Cell Phone: _____

Credit Card INFO: Type of Card _____ Exp. Date _____ PIN _____

Name on Card _____

Credit Card Number _____

Email Address: _____

FOR OFFICE USE ONLY

DATE RECEIVED: _____

AMOUNT RECEIVED: _____

CHECK _____ MONEY ORDER: _____ CREDIT CARD _____

CONFIRMATION PACKET MAILED: _____ Lot#: _____

Product Classification (Check all that apply)

	DECORATIVE ACCESSORIES		JEWELRY
	CERAMIC/POTTERY		MILLINERY
	DOLLS		APPAREL
	PAINTINGS		BASKETS
	SCULPTURE		QUILTS
	TOYS		FISHING NETS
	BOOKS		CATERING/RESTAURANT

Please give a detailed description of each product(s) and include a photo.
If more space is needed, please use back of application or insert a separate page.

Booth Specification: Size is approximately 10' x 10'. The vendor must provide tables, chairs, tents, displays, etc. (rentals available). Cost of the town required business license is included in this fee. All applications must be received **ALONG WITH TOTAL FEES** no later than Monday, January 16th, 2017. (Please do not send partial payments). No vehicles will be allowed to park on the grassy area.

FOOD VENDOR		PLACE ORDER		CRAFT VENDOR		PLACE ORDER	
ITEM	COST	AMT	TOTAL	ITEM	COST	AMT	TOTAL
Early Bird Special/ Deadline- December 30, 2016	270.00			Early Bird Special/ Deadline- December 30, 2016	180.00		
BASE FEE (10 x 10)	300.00			BASE FEE (10 x10)	200.00		
TENT	130.00			TENT	130.00		
TABLE (Each)	10.00			TABLE (Each)	10.00		
CHAIR (Each)	2.00			CHAIR (Each)	2.00		
TOTAL				TOTAL			



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VENDOR/EXHIBITOR GUIDELINES

- The Hilton Head Island Gullah Celebration Arts, Crafts and Food Expo site is outdoors (street festival) that will be held at the Honey Horn Plantation Estate. **In the event of inclement weather, the Gullah Celebration Arts, Crafts and Food Expo will be held at The Hilton Head Island Middle School , 10 School Road, Hilton Head Island, SC 29926.**
- **NO PRODUCTS THAT CARRY THE HILTON HEAD GULLAH CELEBRATION IMAGE, LOGO; NAME MAY BE SOLD AT THE CELEBRATION. VIOLATORS WILL BE ASKED TO LEAVE THE PREMISES. NO VENDOR WILL BE ALLOWED TO SELL ANY "T-SHIRTS" WHICH MAY IMPLY THE HILTON HEAD ISLAND GULLAH CELEBRATION.**
- **HILTON HEAD ISLAND GULLAH CELEBRATION COMMITTEE/NIBCAA WILL BE THE EXCLUSIVE VENDOR OF ALL BEVERAGES.**
- All booths must be set up and open for business no later than 10:00 A.M. on Saturday, February 18th and 10:45 A.M. on Sunday, February 19th. Vendors may access the Expo site at 8:00 A.M. Vendors shall not breakdown space prior to 5:00 P.M. on Saturday and Sunday.
- All vendors must have their own freestanding, white or light colored tent with a maximum size of 10' x 10'. All equipment for set-up and display is the vendor's responsibility. (Tents may be rented through the Hilton Head Island Gullah Celebration Team. Orders MUST be placed at time of vendor application submittal. Tent Rental fee is \$130.00.
- **For a space larger than 10' x10', please call 843-255-7303 for a quote.**
- Exhibitors are responsible for collecting 7% South Carolina sales tax during the festival. Checks made payable to the SC Department of Revenue must be left at the check-in tent on Sunday.
- Only the properly registered vendor may occupy assigned booths.
- Storage containers must remain out of sight. Stored materials should not protrude into aisles.
- The Hilton Head Island Gullah Celebration Management Team will address any music or other potentially distracting or irritating activities. Please be considerate of your neighbors.
- Vendors/Artists are provided with (approximately) a 10' X 10' space. Booth assignments are at the discretion of the Arts, Crafts and Food Expo Committee Chairperson and/or the Hilton Head Island Gullah Celebration Management Team prior to the date of event and booth assignment.
- Local parking is limited. Artists and vendors will be able to drop off materials at their booth but may not park at their booth site. Vehicles will not be allowed to park on the grass area except to unload or load merchandise.
- Limited electricity will be available on a first received basis.

VENDOR CANCELLATION POLICY

Vendors unable to attend should inform the Hilton Head Island Gullah Celebration Management Team in writing, or via email ON OR BEFORE MONDAY, JANUARY 16, 2014 to receive 100% refund minus 10 percent handling charges . The **absolute last date for cancellation with a 50% refund is Monday, January 23, 2017.**