



Hilton Head Island Gullah Celebration

Native Island Business & Community Affairs Association, Inc.

PO Box 23452
Hilton Head Island, South Carolina 29925
843-255-7303

info@gullahcelebration.com • www.gullahcelebration.com

Where History and Culture meet...

*Early Bird Special
10% Discount Deadline:
Friday, December 15, 2017*

October 2017

Dear 2018 Arts, Crafts and
Food Vendors/Exhibitors

Welcome to the 22nd Annual Hilton Head Gullah Celebration's Arts, Crafts and Food Expo. The Expo will be held on Saturday, February 17th and Sunday, February 18th, 2018. This year the Expo will be held on the grounds of the beautiful Shelter Cove Park which is located at 39 Shelter Cove Lane, Hilton Head Island, SC 29928. This event is the most popular of the month-long festivities and attendance is growing steadily.

We have reviewed the data from the 2017 event and will be implementing several recommendations from past attendees and vendors. Additionally, we will be increasing our marketing efforts to include extended TV and radio commercials. We sold out of vendors' spaces quickly for 2017 and we anticipate the same for 2018 so register early. Attached is the 2018 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 Friday, January 5, 2017. See attached fee schedule.

The fee for Food Vendors is \$300.00 and Craft Vendors is \$200.00. To avoid duplication a limited number of spaces are available for each type of vendor. **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 contact Kerrie Brown by phone 843-227-1835 or email info@gullahcelebration.com.

Sincerely yours,

Kerrie Brown
2018 Hilton Head Island Gullah Celebration Co-Chair

Betty Days
2018 Hilton Head Island Gullah Celebration Arts, Craft and Food Expo – Chair Emeritus

**22nd ANNUAL HILTON HIEAD ISLAND GULLAH CELEBRATION
ARTS, CRAFTS AND FOOD EXPO**

**P. O. Box 23452
Hilton Head Island, SC 29925
Phone: (843) 255-7303
info@gullahcelebration.com
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 17 & Sunday, February 18, 2018.

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) – including your most culturally relevant food or craft items 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 15, 2017	270.00				Early Bird Special/ Deadline- December 15, 2017	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 style) that will be held at the Shelter Cove Park. (Rain or Shine)
- **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 17th and 10:45 A.M. on Sunday, February 18th. 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 FRIDAY, JANUARY 12, 2018 to receive 100% refund minus 10 percent handling charges . The **absolute last date for cancellation with a 50% refund is Friday, January 19, 2017.**