

Hilton Head Island Gullah Celebration

Native Island Business & Community Affairs Association, Inc

P O Box 23452 Hilton Head Island, South Carolina 29925

843-255-7303 infor@gullahcelebration.com www.gullahcelebration.com

October 2019

Dear 2020 Arts, Crafts, Food Vendors and Exhibitors,

Welcome to the 24th Annual Hilton Head Gullah Celebration's Arts, Crafts and Food Expo. The Expo will be held on Saturday, February 15th and Sunday, February 16th, 2020. Back by popular demand, the 2020 Expo will be held at The Coastal Discovery Honey Horn property Hilton Head Island, SC 29926, just across the Hilton Head Bridges. This event is the most popular of the month-long festivities and giving local artists and businesses the opportunity to showcase the Gullah culture through arts, crafts and food.

Due to the growing popularity of the Celebrations Expo, we anticipate that vendors' space will sell out quickly. Attached is the 2020 vendor/Exhibitor application and waiver of liability form with fee schedule. Vendor's Guidelines. Your completed Vendor application must be received or postmarked by the deadline listed in the enclosed fee schedule.

Food vendor's fee is \$300.00 and Craft vendor's fee is \$200.00. In an effort to give vendors increased revenue opportunities we have limited the number food vendors; only ten (10) food vendor spaces are available.

Please note that a **TENT IS REQUIRED.** You are welcome to bring your own tent or rent one of ours. Tents, tables, and chairs are available for rent if needed. All rental items **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 and Contact Kerrie Brown at kbrown@nibcaa.org or (843)227-1835.

Sincerely yours,

Kerrie Brown, Chair person

2020 Hilton Head Island Gullah Celebration



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 The Arts, Crafts, and Food Expo on Saturday, February 15 & Sunday, February 16, 2020.

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: _____

Email Address: _____

FOR OFFICE USE ONLY

DATE RECEIVED: _____

AMOUNT RECEIVED: _____

CHECK _____ **MONEY ORDER:** _____

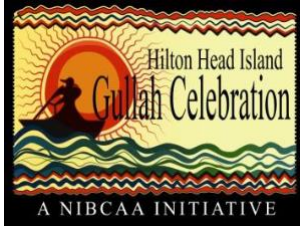
Product Classification (Check all that apply)

	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 13th, 2020. (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 27,2019	280.00				Early Bird Special/ Deadline- December 27,2019	180.00		
BASE FEE (10 x 10)	300.00				BASE FEE (10 x10)	200.00		
TENT	150.00				TENT	150.00		
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, that will be held at the Coastal Discovery Honey Horn property.
- **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 9:00 A.M. on Saturday, February 15th and 9:00 A.M. on Sunday, February 16th. 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 break down time is 5:00 pm.
- 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 \$150.00.
- **For a space larger than 10' x 10', 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.
- 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 13, 2020 to receive 100% refund minus 10 percent handling charges.*** The absolute last date for cancellation with a 50% refund is Monday, January 26, 2020.