



HSNA ART in the PARK
Saturday, September 22, 2018 – 09:00AM-4:00PM
Community Vendor Booth Information
“Community Corner and Children’s Craft Center”

You are invited to apply for a booth space for Heart of Sumter’s Art in the Park 2018. The event’s setting is in historic downtown Memorial Park providing a beautiful and unique venue for patrons and vendors alike.

HSNA’s Art in the Park 2018 is a non-profit event with proceeds, such as vendor booth fees, going toward sustainment of the festival and toward support of local SUMTER and SHAW AFB nonprofit organizations. Attached you will find booth specifications, event guidelines, and the application to participate.

501c/approved & nonprofit organizations will **not** be charged vendor fees and will keep 100% of their sales.

Space will be awarded on a first-come, first-served basis before the deadline of August 10th, 2018. Each food vendor can sell up to two food items subject to approval by the HSNA Art in the Park Committee (food vendors will not sell beverages). In addition, we will offer the following to our food vendors:

- Listing of all food vendors on our HSNA’s Art in the Park 2018 Facebook Page along with a link to your website to share your mission and events.
- Additional advertising (flyers, newspaper, posters, radio/TV and social media).

With space for at least 150 art and food vendors, we expect to draw a large crowd from Sumter, elsewhere in South Carolina, and beyond.

As noted above, the deadline to apply to become a COMMUNITY CORNER - FOOD VENDOR is August 10th, 2018. If you need more information upon review of the materials, feel free to contact HSNA via email at SumterHSNA@gmail.com.

The **Children’s Craft Center** booths are available to be ran by a profit or nonprofit organization(s) and shall be a 'no fee' booth (donations received are to be for the "sponsored nonprofit" /mission.)

Sincerely,

Heart of Sumter Neighborhood Association’s Art in the Park 2018



Community Corner & Children's Craft Center Vendor Booth Application

Rules and Regulations

- Community Corner (food) booths are only available to the following organizations:
 - Churches
 - Non-Profits (must provide copy of 501c status)
 - Military Organizations
 - Health/Wellness Organizations
 - Public Schools
- Community booth space fee is FREE.
- Community food booth spaces (15X15)
- First come-first served.
- Electricity is not available.
- Tents/Tables/Chairs WILL NOT be provided to community booths; however, vendors are encouraged to bring their own.
- Only two food items to be sold per community booth. (Example: BBQ & chips.)
- Beverages will be sold ONLY by HSNA.
- All food vendors must review and comply with SC DHEC Food Safety Regulations 61-25
<http://www.scdhec.gov/FoodSafety/FoodServiceIndustry/Regulation61-25/>.
- **Children's Craft Center Vendor** will be a no fee booth (donations may be received for the sponsored nonprofit / mission.)

*Set-up: 6:30am-8:30am *Break Down: 4:00pm-6:00pm

Vendors are to remain open until the official break down period.
Closing early can result in an application rejection for future HSNA events.

Application deadline is August 10th, 2018 or until booth spaces are filled

Vendors will be e-mailed a map with booth location one month prior to
HSNA 2018 ART in the PARK

Heart of Sumter Neighborhood Association (HSNA): sumterhsna@gmail.com

Please keep a copy of this page for your records



Community Vendor Booth Application

Name of Organization/Vendor _____

Contact Name _____

Street Address _____ PO Box # _____

City _____ State _____ Zip _____

Telephone _____ Facebook Page _____

Fax _____ Primary e-mail _____

Website _____

Description of Organization _____

Menu item: #1		#2	HSNA USE	
Description of Craft:			Date Received	Approved
<input type="checkbox"/>	Community Corner (Food Vendor)		<input type="checkbox"/> Nonprofit Paper work	<input type="checkbox"/> Denied
<input type="checkbox"/>	Children's Craft Center (Donations Only)		<input type="checkbox"/>	<input type="checkbox"/> Date Notified

NONPROFIT STATUS DOCUMENTATION MUST BE ATTACHED WITH APPLICATION.

Please mail application to:

HEART of SUMTER NEIGHBORHOOD ASSOCIATION (HSNA)

202 N Salem AVE, SUMTER SC 29150

General Release

The undersigned hereby does release, acquit and forever discharge the **Heart of Sumter Neighborhood Association (HSNA)** and the **City of Sumter, SC** its agents, its representatives, its employees or contracted staff, of and from all manner of actions, suits, damages, claims or demands whatsoever in law or equity from any loss or damage of any nature of description, known or unknown in any way relating to the undersigned participation in the HSNA ART in the PARK event. I acknowledge that I have read all event policies & guidelines and agree to adhere to them.

Signature _____ **Date** _____

Please print name clearly _____

Heart of Sumter Neighborhood Association (HSNA): sumterhsna@gmail.com