



## ART in the PARK 2019 HSNA Vendor Guidelines

### Vendor Booth Information

1. 150 vendor booth spaces are available in Memorial Park.
2. All spaces are subject to jury and will be available on a first come-first served basis after judging.
3. No space assignments will be made until vendor application and payment are received and approved.
4. The rental fee for an Art and Crafts Vendor booth is \$50 each (\*early fee \$35.00) **and a donated item for the HSNA Opportunity Drawing (value suggested \$10+).**
5. Have Business card or information sheet attached to donated item/include vendor number.
6. HSNA will come to your vendor booth and sign you in starting at 8:30am. Your prize donation will be picked up at this time.
7. Vendors may reserve a maximum of two booth spaces.
8. There will be no refunds after **August 15, 2019 (deadline for approved vendors).**
9. The event reserves the right to limit the number of vendors for each category of merchandise.
10. The event reserves the right to approve vendors and to jury items sold.
11. If an act of God forces the cancelation of HSNA ART in the PARK, no refunds will be issued to vendors. However, vendors will receive a credit toward the next HSNA ART in the PARK.
12. Once registered and approved, no vendors will be allowed to change the type of merchandise they plan to sell.

### Taxes and Licenses:

1. Vendors are responsible for collecting and reporting SC sales tax as required by law.
2. Vendors are responsible for obtaining a SC business license. SCDOR requires that your SC business license be visible at your booth.  
<http://www.sc.gov/Business/Pages/licensePermitsAndRegistration.aspx>
3. HSNA Art in the Park vendors are not required to purchase a Sumter Business License.

### Event Set-up and Breakdown

1. Event hours are from 9am until 4pm.
2. Set-up hours will be between 6:30am and 8:30am on Saturday morning of the event (SEP 21, 2019).
3. The gate on Salem Avenue will be open no later than 6:30 am. The gate will be locked at 8:30 am. All vehicles must exit the park prior to 8:30 am.
4. **All vendor vehicles and trailers must be parked in designated VENDOR parking lots during event hours (9:00am-4pm) unless otherwise approved in writing. VENDORS WHO VIOLATE THE PARKING RULES may be towed at the owner's expense.**
5. Break-down time will be from 4pm until 6pm.
6. **Vendors are to remain open during all hours of the event. Packing up or leaving early will void the vendor's ability to participate in future events.**
7. Booth assignments will be emailed approximately two weeks before ART in the PARK or a phone call will be placed to the prospective vendor.

### Equipment and Utilities Usage

1. Tables, chairs and tent will be the responsibility of individual vendors.

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2. No electricity will be provided to vendors.
3. Trash roll carts will be located throughout the park for your convenience.
4. All food vendors are encouraged but not required to have a fire extinguisher (A-B-C) at their booth.

### Vendor Etiquette Guidelines

1. Vendors staffing a booth must be at least the age of 16. Food vendor booths must always have an adult (18+) managing.
2. **No raffle or fundraiser tickets can be sold in the event area, except by HSNA.**
3. All merchandise must be sold or distributed from the defined booth space. Selling or distributing from outside of the booth space may result in vendors being asked to leave with no refund given. Any vendor who violates this policy will not be allowed to participate in future HSNA events.
4. Since this is a family event, all vendors should wear modest/tasteful attire.
5. No profanity, no alcohol, no smoking will be allowed in vendor booth spaces or the park.
6. No consumption of beverages from glass bottles.
7. Vendors will be responsible for trash cleanup around their booth. All cardboard trash should be disposed of in the cardboard recycling bin located in the handicapped parking lot.
8. Domestic animals are permitted in the booth space. The pet must always remain on a leash or harness. Please clean up after your pets.
9. Catalog sales will be allowed; however, any vendor taking catalog orders must have substantial product inventory available for sale from the booth.
10. No vendor shall harass or disturb any other vendor. Vendors should remain in their respective areas. Vendors found to be harassing other vendors or the public will be removed by the police with no refund given.
11. HSNA event volunteers and City of Sumter Police will be patrolling the event area.
12. Restocking of vendor spaces will be allowed by hand truck or similar device. **No motorized vehicles** will be allowed in the event area between 8:30am and 4pm, except for HSNA Golf Cart(s).

### Liabilities and Damages

1. The Heart of Sumter Neighborhood Association (HSNA) and the City of Sumter shall not be liable for any claims, damages, actions, causes of actions, loss of profit, similar or dissimilar collateral consequential damages, whether based on breach of agreement or otherwise existing or hereafter arising out of or in any manner connected with the responsible party's use of city property or services. Any damages to the facilities, furniture, equipment, fixtures, grounds, landscaping or any other Heart of Sumter Neighborhood Association and/or the City of Sumter property will be the responsibility of the responsible party and will result in additional charges.
2. The Heart of Sumter Neighborhood Association (HSNA) and the City of Sumter do not accept any responsibility for the damage or loss of any merchandise or article left in the event area prior to, during, or following the event. Items found in event areas may be recovered by contacting HSNA at [SumterHSNA@gmail.com](mailto:SumterHSNA@gmail.com) or 803-406-2177.

### Questions

***The white gazebo (center park) is the HSNA emergency and information booth.***

**Vendor Guidelines May be Subject to Change Based on HSNA Discretion.**