

# City of North Charleston Hispanic Heritage Month Celebration

## Vendor Application

Friday, October 11, 2024

Set Up 4-6pm | Event 6-9pm | Breakdown 9-9:45pm

Park Circle Community Building, 4800 Park Circle, North Charleston

**Deadline for this application is 5:00pm on Friday, September 20, 2024**

### PARTICIPATION TERMS AND REGULATIONS

- This vendor application is open to LatinX artists and crafters age 18+.
- All vendors must have a South Carolina tax revenue number, a City of North Charleston Business License, a City of North Charleston Mobile Food Permit (if appropriate) and are responsible for collecting/remitting appropriate state sales taxes and/or fees.
- Vendor spaces are outdoors under a covered porch and measure approx. 8'x8'. One 6' table and chair will be provided. Vendors must be self-contained and bring any additional display equipment needed. No tents.
- Non-service vendor vehicles will not be allowed in the event space except for during set-up and breakdown. Vendors may drive their vehicles to their assigned spaces to unload, but must move vehicles before setting up.
- Vendor spaces must be manned at all times. No early breakdowns.
- Vendors are responsible for managing trash in their area. Please bag trash for the city sanitation staff to pick up. Do not overstuff public trashcans.
- Items deemed unsuitable for public display will be removed. Sponsor reserves the right to refuse an applicant on site that fails to meet the criteria/compliance or for damages. No Damages paid by vendor.
- Sponsor reserves the right to photograph for publicity.



### City of North Charleston Hispanic Heritage Month Celebration Vendor Application

Due by 5pm on Friday, September 20, 2024

Business Name: \_\_\_\_\_ Contact Person: \_\_\_\_\_  
Phone: \_\_\_\_\_ Email: \_\_\_\_\_  
Street Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
North Charleston Business License #: \_\_\_\_\_ SC Tax Revenue #: \_\_\_\_\_  
FB/Instagram \_\_\_\_\_

List all items that will be sold at your booth. Submit photos of products as an attachment.

---

---

---

*I have read and understand the rules and guidelines set forth by the City of North Charleston. The City of North Charleston is not responsible for any equipment or supplies left on the premises before or after the event. By signing and submitting this application, the applicant accepts all conditions set forth in the registration form.*

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Mail completed application to:**  
City of North Charleston Cultural Arts Dept.  
PO Box 190016, North Charleston, SC 29419

**E-mail completed application to:**  
[TGillespie@NorthCharleston.org](mailto:TGillespie@NorthCharleston.org)

**Hand deliver application to:**  
Park Circle Community Building  
4800 Park Circle, North Charleston, SC 29405