



Shop Small Registration Form for Participants

Name of Vendor/Participant: _____

Name of Applicant (if different from above): _____

Address: _____

E-mail Address: _____

Phone (Day): _____ Phone (Eve): _____ Cell: _____

How to be reached on day of the event: _____

My booth planned activity requires electricity: (Circle one) YES NO If YES, please list items that require electricity. ELECTRICITY IS LIMITED. _____

I desire my booth to be located under the court house overhang even though there is no electrical access. There are only a few spaces available in this area. (Circle one) YES NO

List briefly and briefly describe the products you will sell at the event. Also please indicate the location of your farm, nursery, studio, church, or business. _____

Please send registration fee with your registration. Regardless of weather, the event will proceed as planned. No requests for refund will be honored.

Hours of Event: 5:00 PM – 8:00 PM Thursday, Nov. 29, 2018

Booths must be setup by 4:30 PM and taken down by 9:00 PM

Circle One: For-Profit Biz - \$25 Food Biz - \$50 Non-Profit - \$15 Farm/Edu - \$0

(There is no charge if your business is located in the city limits.)

By signing below, I confirm that I have read, understand and agree to comply with all the Shop Small Rules and Regulations. I further confirm that I, my representatives, employees and agents agree to protect and hold the Darlington Downtown Revitalization Association, the City and County of Darlington, and Darlington Area Recreation harmless for any responsibility, personal liability, claims, losses or damages arising out of or in conjunction with my participation in the Shop Small Downtown Open House. As a vendor/participant in the Shop Small Downtown Open House, I assume full responsibility for any booth and/or space utilized by me, my employees and/or my agents in the event. This responsibility includes sales tax as required, compliance with DHEC rules, and other City ordinances.

Signature _____ Date _____

Return this application to **DDRA, P.O. Box 57, 400 Pearl St., Darlington, SC 29540-0057.**

Make payment payable to **DDRA. Contact: darlingtonplanner@gmail.com 398.4000 ext. 103 or 992.1561**



2018 Shop Small Downtown Open House Rules and Regulations

1. PURPOSE

- 1.1 Increase pedestrian traffic in Darlington town center.
- 1.2 Assist with non-profit fundraising activities.
- 1.3 Generate economic, social and cultural activity and energy.
- 1.4 Promote Darlington as a place to work and live.
- 1.5 Increase tourism.

2. LOCATION AND HOURS OF OPERATION

- 2.1 The event will be located around the perimeter of the Darlington County Court House Square at the junction of Main Street, Pearl Street and Cashua Street.
- 2.2 **The 2018 event will be Thursday, November 29. It will open at 5 PM and close at 8 PM.**
- 2.3 Vendors/participants must be present and registered by staff no later than 4:30 PM for setup. They should close, cleanup and be prepared to depart at by 9:00 PM. If a vendor has not setup his or her booth by the setup time of the event (i.e. 4:30 PM), staff can release the slot to other late comers.

3. PRODUCTS

- 3.1 All vendors and all products to be sold are subject to approval by the DDRA Director.
- 3.2 Compliance with all Departments of Health and Environmental Control, Department of Agriculture and all other applicable guidelines and restrictions are the sole responsibility of the vendor/participant.
- 3.3 Prepared edible goods need to be prepared in a DHEC approved kitchen. It is the responsibility of the vendor/participant to contact DHEC for approval. (DHEC Agent: Mr. Plummer 843.398.4400)
- 3.4 Products encouraged by the DDRA include products from the region such as meat, baked goods, fruit, vegetables, plants, and flowers; fine artwork; hand crafted products; homemade jewelry, soap, and candles; pottery; sculpture and more.
- 3.5 The DDRA will not permit yard sale or flea market merchandise, second-hand clothing, fire arms, or fireworks.
- 3.6 No vendor promotion of political oriented campaigns will be allowed.
- 3.7 Sale by weight must be done using a certified scale.
- 3.8 Artists, craftsmen, photographers, farmers, authors, nurserymen, are encouraged (but not required) to provide sufficient copies of an autobiography, product description and/or interesting business history to distribute with their sales.
- 3.9 Vendors are responsible for paying any state sales tax accrued by their booth.

4. ASSIGNMENTS OF BOOTH SPACE

- 4.1 DDRA vendors/participants will be assigned a numbered booth space by the event staff.



- 4.2 Event Staff will operate a booth at the northwest corner of the court house for administrative and information support.
- 4.3 The Darlington Downtown Revitalization Association reserves the right to approve or disapprove any items to be sold at the event, to decide where vendors will be located, and/or to deny or revoke any vendor space when it is considered to be in the best interest of the DDRA purposes.
- 4.4 DDRA Staff reserves the right to designate specific market booths for vendors with special utility or space needs.
- 4.5 Booths may be occupied by no more than two vendors. **Once setup and the market opens, the vendor must remain in the DDRA area until closing.**

5. FEE SCHEDULE

5.1 The fees below provide market vendors/participants a 12' by 12' space to accommodate a 10' x 10' tent booth to sell or market products. **Tents, tables, chairs etc. are NOT provided by DDRA.** No tents or canopies are required for slots under the courthouse overhang.

5.2 For-profit, Non-Food Businesses (Individuals or businesses)	\$25 per booth
5.3 Food Businesses (i.e. food to be eaten on site)	\$50 per booth
5.4 Non-profit Organization	\$15 per booth
5.5 School or Children groups	NO FEE
5.6 Local Farm products & produce vendors	NO FEE

Notes: Fees must be paid PRIOR to the event. Staff reserves the right to revoke vendor privileges of any who violate event Rules and Regulations.

6. PARKING

- 6.1 Traffic flow and parking will be open around the square and in the nearby parking lots. Our purpose is to make parking as convenient as possible for market shoppers, therefore, **Please park around the square only as long as it takes to unload, then move vehicles to nearby parking lots, including the mural parking lot.**

7. Setup and Booth Requirements

- 7.1 Vendors must provide their own equipments, i.e., tables, chairs, canopies, extension cords, and/or set-up materials for display of items.
- 7.2 Canopies are not required for spaces under the courthouse overhang. Canopies are required in the open air, but can be waived for one event per booth with staff approval.
- 7.3 Canopies or tents must be clean, in good repair, and properly anchored (e.g., bungee cords and stakes or cinder blocks)
- 7.4 Access to electrical outlets is provided at most perimeter spaces under the trees. Power is 110ac only. Electrical power must be requested by vendors on their registration form and approved in advance by the event Staff.
- 7.5 No electrical heaters are allowed. Vendors/participants may provide their own non-electrical heaters (e.g., propane heaters)
- 7.6 Offensive or unseemly products and/or booth décor as judged by the event Staff will not be allowed.



- 7.7 All vendors must have signage that clearly and appropriately identifies vendor name and/or company.

8.0 HEALTH AND SAFETY

- 8.1 Vendors are responsible for collection and disposal of all refuse generating from their booth activity. The booth and surrounding areas should be kept clean and policed up.
- 8.2 No firearms, fireworks, or any type of explosives are allowed at the event.
- 8.3 Small children brought to the event must be under supervision by a responsible adult.
- 8.4 All vendors/participants are responsible for the actions of their employees, agents or persons working for the vendor/participant.
- 8.5 No vendor/participant will consume or be under the influence of alcohol or illegal drugs while participating in the event.
- 8.6 Safety and sanitation requirements may require staff to relocate vendors/participants to a different location than originally designated.
- 8.8 Porta-jons will be provided for shoppers, vendors, and participants at the corner of the northeast courthouse grounds.

9.0 PUBLICITY

- 9.1 The DDRA staff plans multiple publicity avenues in advance of the event. Maximum use will be made of free and inexpensive methods. Some sources have volunteered to assist in publicity and advertising to include providing limited funds for that purpose.
- 9.2 The event Staff reserves the right to take photos of the market vendors/participants, products and shoppers for promotion of future events. Promotion includes, but is not limited to advertisements and news releases to local and regional printed and broadcast media.
- 9.3 By signing the “Shop Small Registration Form for Participants,” the vendor/participant agrees that he/she will not bring or consent to others bringing claim against The DDRA or any of its community market partner, or Darlington Area Recreation, or the City or County of Darlington on the grounds that anything contained in the photography violates any rights or privacy and publicity.
- 9.4 Registration forms and fees must be received by Nov. 9 to be eligible for promotion in advertising.

10.0 GENERAL INFORMATION

- 10.1 The DDRA wishes to promote a family atmosphere.
Proper dress and language in the event for a family atmosphere area are required.
- 10.2 No music or other entertainment should be provided without prior permission of and coordination with the event Staff.
- 10.3 All signed registration forms and fees must be received PRIOR to the event.
- 10.4 The Shop Small Downtown Open House operates under the direction and guidance of the Darlington Downtown Revitalization Association in partnership with the City and County of Darlington.