



ARTISAN/CRAFTSMAN APPLICATION
ST. PHILIP NERI ITALIAN FESTIVAL 2019
May 17 and 18 Vendor Participation
 292 Munn Road East, Fort Mill, SC 29715
 www.spnitalianfestival.com



ARTISAN/CRAFTSMAN INFORMATION

Business Name:		Contact Name:	
Address:			
City:	State:	Zip Code:	
Email Address:		Phone #:	
Brief description of products which you will sell from your booth and a brief bio of your company to be used for announcements during the festival - All items must be created or modified by artisan/craftsman. No mass produced or resale items will be permitted as an artisan/craftsman.			

Rain or Shine Event - VENUE INFORMATION – Booth Spaces are Outside

<p>Booth Options and Costs:</p> <p><input type="checkbox"/> \$150.00 for a 10'x10' space, includes tent, 8' table, 2 chairs, overhead light & electricity. Table: <input type="checkbox"/> YES <input type="checkbox"/> NO / Chairs: <input type="checkbox"/> YES <input type="checkbox"/> NO</p> <p><input type="checkbox"/> \$75.00 for a 10'x10' space, includes 8' table & 2 chairs. <i>You provide your own tent & lighting.</i> Table: <input type="checkbox"/> YES <input type="checkbox"/> NO / Chairs: <input type="checkbox"/> YES <input type="checkbox"/> NO</p> <p>Bring your own tent vendors: Electricity Needed: <input type="checkbox"/> YES <input type="checkbox"/> NO <i>(Electricity is provided on a first-come basis, see event rules)</i></p> <p>Donation to auction per festival rules: Description: _____ Valued at: \$ _____ (\$10 minimum value) <i>Donation due no later than April 19, 2019</i></p> <p>Registration Deadline: March 29, 2019 Cancellation Policy: Accepted through April 12, 2019 with a \$10 fee. No cancellation refunds after April 12, 2019.</p>	<p>Make check payable to: St. Philip Neri Italian Festival</p> <p>Mailing Address for Application and Payment: St. Philip Neri Catholic Church 292 Munn Road East Fort Mill, SC 29715 Attention: Artisan/Craftsman Application</p> <p>Mailing Address for Silent Auction Donation Deliver to above address via mail or drop-off by April 19, 2019 Attention: Italian Festival Artisan/Craftsman Auction Donation</p> <p>Italian Festival Contact:</p>
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EVENT DETAILS

Check-In and Booth Set Up are Friday 11 am to 3 pm. Must be set up for business by 5:00 pm. Booth Breakdown - Saturday at 8:00 pm. **NO EARLY BREAKDOWN.** Nothing to remain on premises.

General Release and Acceptance of Rules: Vendor has read and agrees to abide by the Italian Festival (hereinafter the "Event") rules ("Rules"). Any failure by the Vendor to adhere to these Rules shall be grounds for expulsion from the Event and forfeiture of all booth fees. Vendor agrees to indemnify and hold harmless St. Philip Neri Catholic Church (which shall include Bishop of Charleston, A Corporation Sole, also known as the Diocese of Charleston) and all members/volunteers involved in the Event in conjunction with any claim or action arising out of or in the course of Vendor taking booth space at the Event. Vendor assumes sole responsibility for collection and payments of sales tax and any licensing or other requirements in accordance with state and local law.

Signature: _____ Date: _____



St. Philip Neri Italian Festival Event Rules

This is a Rain or Shine Event

1. Artisan/craftsman must complete the application form, sign the General Release and Acceptance of Rules, complete and sign the Adult Hold Harmless form and return them along with payment to St. Philip Neri Catholic Church by **March 29, 2019**: 292 Munn Road East, Fort Mill, SC 29715, Attention: Italian Festival Artisan/Craftsman Application.
2. Acceptance of applications will be considered based on type of products/services offered. **Please submit photos or a website address of your product/service with the application.** We reserve the right to refuse applications based on type of products/services or similarity of products/services to other vendors.
3. Cancellations are accepted through April 12, 2019 with a \$10 fee. No cancellation refunds after April 12, 2019.
4. All items for sale in your booth must be created or modified by the artisan/craftsman. No mass produced or resale items will be permitted in the artisan/craftsman areas and you will be asked to remove them from the premises. No food items allowed.
5. No booth sharing is permitted without prior approval from your artisan/craftsman representative.
6. All artisans/craftsmen are required to donate one item to the silent auction; \$10 minimum value. The item must be delivered or sent to St. Philip Neri Catholic Church by **April 19, 2019**. 292 Munn Road East, Fort Mill, SC 29715, Attention: Italian Festival Artisan/Craftsman Auction Donation.
7. If placing items in Cannoli Run Race Bags, 300 flyers/items must be received no later than **May 10, 2019**: St. Philip Neri Catholic Church, Attention: Dave Paukovitz, Cannoli Run. Must have a \$150+ booth space to receive this benefit.
8. Access to electricity is available but very limited and will be assigned on a first come basis. You must provide your own extension cords at least 25 ft. Cords or wires must be hidden and cannot go across walkways to prevent anyone from stumbling or tripping. There will be some outdoor lighting, but you should be prepared to light up your own tent. **No generators are allowed. Any electrical needs other than the very basics will be subject to an upcharge.** Please inform your artisan/craftsman representative if you will need special electrical access.
9. Each artisan/craftsman is responsible for own setup, merchandise, and personal items. An 8' table and two chairs are provided with the space. Artisans/vendors are responsible for bringing their own table covers, which must reach the ground on the front and sides of table. Displays must be secure and safe. Tents provided by vendor must be anchored with weights. **NO STAKES ARE ALLOWED ON THE CONCRETE/PAVED AREAS. ABSOLUTELY NOTHING IS ALLOWED TO BE PLACED ON ANY WALL IN ANY BUILDING.**
10. **Check-in and set-up is scheduled for Friday, May 17th, from 11:00 am to 3:00 pm.** We do not offer any storage over night for your items, so please secure your merchandise overnight. Any items left on the premises will be at your own risk.
11. Artisans/craftsmen are required to move their vehicles to the vendor parking areas as soon as you have unloaded. Access will be very limited to the vendor area, so you are urged to come at 11 am if you must access the area with a vehicle. Vehicles are NOT permitted to drive over any electrical components.
12. **Be prepared to keep your booth open from 5:00 pm to 10:00 pm on Friday and 10:00 am to 8:00 pm on Saturday.** The Cannoli Run starts at 8:30 am on Saturday morning and the full Festival begins at 10 am that day. **Closing your booth early is NOT permitted.** Tearing down before the end of the Festival is very disruptive to both shoppers and exhibitors. Everything must be removed completely, nothing will be permitted to remain on the premises.
13. You may add your own tables or chairs in your booth. In the spirit of fellowship, please respect other booths by storing boxes and packages out of sight. You may "tastefully" decorate your booths to embody the "Italian flavor" of the Festival.
14. Booth placement will be given at check-in. We are unable to accommodate requests to move booth location on the day of the Festival.
15. ***NO WEAPONS, GUNS, OUTSIDE ALCOHOL, FIREWORKS, LASER POINTERS, PETS (EXCEPT SERVICE PETS) OR ILLEGAL SUBSTANCES PERMITTED.***



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Vendor Recognition Program

RETAIL/BUSINESS/NON-PROFIT - \$150

- Outside Venue
- 10' X 10' space with 8' table and 2 chairs
- Vendor provides own tent
- Vendor provides own table covers
- Single line listing in Festival program
- Single line listing on website
- Stage announcements throughout Festival
- Flyer/item in Cannoli Runs racer bags (must provide 300)

ARTISAN/CRAFTSMAN - \$75

- Outside Venue
- 10' X 10' space with 8' table and 2 chairs
- Vendor provides own tent
- Vendor provides own table covers
- Single line listing in Festival program
- Single line listing on website
- Stage announcements throughout Festival

RETAIL/BUSINESS/NON-PROFIT - \$200

- Outside Venue
- 10' X 10' space with tent, 8' table and 2 chairs
- Overhead light and basic electrical access
- Vendor provides own table covers
- Single line listing in Festival program
- Single line listing on website
- Stage announcements throughout Festival
- Flyer/item in Cannoli Runs racer bags (must provide 300)

ARTISAN/CRAFTSMAN - \$150

- Outside Venue
- 10' X 10' space with tent, 8' table and 2 chairs
- Overhead light and basic electrical access
- Vendor provides own table covers
- Single line listing in Festival program
- Single line listing on website
- Stage announcements throughout Festival
- Flyer/item in Cannoli Runs racer bags (must provide 300)

This Event is Rain or Shine