



ARTISTS & ARTISANS. MUSIC & FOOD. EVERY FRI & SAT. 6:30-10:30

Largest Art Market in the South East 2019 Night Market Application & Requirements

Applications for the 2019 Season will **ONLY** be accepted
January 7, 2019 - January 29, 2019



The Post and Courier
CHARLESTON'S
choice
2018 **WINNER**

Applications for Night Market will only be accepted **January 7, 2019 - January 29, 2019** by 4 pm only. Email Pages to nightmarketapplications@gmail.com or snail mail: Charleston City Market, 73-A North Market Street, Charleston, SC 29401. OUR DAY MARKET IS FULL. WE DO NOT ACCEPT APPLICATIONS FOR THE DAY MARKET.

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About the Night Market:

We are excited that you have chosen to apply for the Night Market! Prior to filling out application please read this information in its entirety. Applications for the 2019 Season will ONLY be accepted January 7, 2019 - January 29, 2019

The Night Market began as an Artisan/Hand Crafted only market in 2013, and now has over 100 various artists represented. This dynamic and diverse group has become an integral part of the Charleston City Market. The Night Market is located between Church Street and East Bay Street, each Friday & Saturday night, from March - December. Located in the heart of downtown Charleston, the Night Market provides the opportunity to discover quality, unique, local and handcrafted items, and is one of the largest and most diverse Artisan markets stretching 3 blocks!

The Night Market hours are 6:30 pm – 10:30 pm

Fridays & Saturdays

March 15th – December 28th

Thursdays:

May – August

Special Thursday's surrounding Easter

Special Sundays:

Spring Break, Memorial Day & Labor Day

See Draft Calendar Page 12

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Definitions of Vendor Business Types

The Night Market **does not offer exclusive rights** to any one vendor to sell any one product. Customers benefit from having a choice. However, The Charleston City Market Management reserves the right to deny entry to same or similar products if it is believed the number of vendors offering the product is excessive. A vendor is the owner/operator of a business entity approved to sell specific products during a specific duration by The Charleston City Market Management. A vendor shall not operate under a franchise agreement. A vendor shall not share their assigned location with other entities. All products made, produced, must be grown, raised, caught or gathered by the vendor within Night Market Boundaries and must be approved prior to operating.

Products Not Accepted at the Night Market

The Night Market is committed to showcasing local high quality Crafts and Art designed and fabricated by local artisans. Charleston, Berkeley or Dorchester County are preferred. With this in mind, the Night Market will not accept the following items:

- There is no opportunity for re-sale of manufactured food products. The vendor must have prepared the food in a SCDHEC approved kitchen. All food items must be made in South Carolina.
- Product cannot be made by another crafter/artisan; applicant must be owner and artisan.
- Vendors cannot be part of a national franchise or a corporate chain of businesses
- No partnerships
- No service oriented business, there must be a product for sale and made by owner

MANAGEMENT HAS SOLE DISCRETION ON ACCEPTANCE OF PRODUCTS

Product Category Presently **Not Being Accepted** at the Night Market

The Night Market is committed to presenting a diverse group of Artisans. Therefore, it is necessary for management to regulate the amount of product accepted at The Night Market at a given time. For the opening of the 2018 Season, we will not be accepting any new vendors in the following categories: (This list is updated regularly due to product numbers, and is at the sole discretion of Management)

- Machine screenprinted textiles
- Sweet Grass Baskets
- Jewelry
- Photography
- Soaps
- Crochet
- Quantities of other products in particular categories **may be limited** by management, or categories may be adjusted upon management discretion.

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Products Accepted:

Artist, Artisan, & Crafter: Vendor products must be designed, fabricated and hand-crafted by the artisan vendor and its employee(s). Acceptance is based on originality of design, materials and production techniques. All crafts must be of excellent workmanship both in quality and design. The items must show evidence of manual skills obtainable through a significant period of dedication and experience. All vendors are solely responsible for obtaining proper permissions and licenses from third parties whose rights may be violated or infringed upon. To use any logo, trademark or copyrighted items, a vendor must have written permission from the owner of the logo, trademark or copyright and provide the Night Market with a copy of the written permission from the owner of the logo, trademark or copyright with their application or at the request of Management.

Food Concessions is a person who sells food that is freshly made and available for immediate consumption on-site or packaged food for future consumption.

Active Farmer & Grower is a person actively involved and invested in the planting, growing and harvesting of agricultural product on owned, rented, leased or share-cropped land. This definition includes ranchers and dairymen.

Farm Products are grown or raised by the Farmer & Grower Vendor upon land located within South Carolina that the farmer controls through ownership, lease, rental or other legal agreement. These products are fresh fruits and vegetables, nuts, honey, eggs, herbs, flowers, meat, seafood and dairy products. All SCDHEC and SCDA certifications must be supplied to City market before selling.

- a. **Processed Farm Products** are farm products made from raw ingredients, a majority of which are grown and produced by the farmer. These products include all farm products that must in some way be processed including cheeses, dairy, meats, viticulture, dried fruits and vegetables, juices, jam or other processed agricultural and livestock food products. Some processed farm products are not processed by the farmer but, are processed products which the vendor made from raw ingredients purchased from a local farmer which have been cooked, canned, dried, baked, preserved or otherwise significantly treated.
- b. **Nursery Products** are grown or raised by the Farmer & Grower upon land they control through ownership, lease, rental or other legal agreement. Nursery products are fresh cut or potted flowers, bedding plants, seeds, perennials, annuals, trees or shrubs that are propagated from seed, cuttings, bulbs, plugs or plant divisions. Nursery product vendors require a nursery license issued by SCDA, which must be submitted prior to vending at the City Market.

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Application Process:

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The Night Market is a producer-only market with no re-sale products permitted. **Buying products from another business and then reselling those products is not permitted at The Night Market and can result in disciplinary action. *We are not accepting any applications for the Day Market.*** Day market vendors are selected from committed vendors of The Night Market. **If accepted** to The Night Market, there are various opportunities to serve in the Day Market.. Artisan & Crafter Vendors are not permitted to sell food or farm products.

The Application Process a Multi-Step Process:

Step 1: Fill out application Page 13-15, in its entirety. Please read all information on previous pages to be sure you qualify to apply for the Night Market. Vendors must include a full list of products they intend to sell with their application. Photos and application **Must be returned by January 7, 2019 - January 29, 2019 @ 4pm** (email or snail mail)

Step 2: Review of application: Management will review your application and decide if your product could be a good mix for the Market as a whole. (Management basis the decision on criteria listed on Page 4 & 5)

Step 3: You will be informed, via email, no later than **January 30th**, if you **will** or **will not** move on to **Step 4**.

Step 4: The Screening Process: **If management deems** your product could be a good mix for the Market, you will be emailed information for a **screening of your product**, which will take place on **Tuesday, Feb.5, 2019**, in the evening. All details for screening will be provided in the email which will include location and **specific** time of set up. Make sure your email is correct on the application. This is a process that allows the City Market Management team to see your display, evaluate the product mix, and view the quality of your product. Only products listed on application may be displayed. You will need to allot approximately 2 hours for this process.

Management RESERVES THE RIGHT to see proof of the creation of the product which may include visit to studio or kitchen.

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The Acceptance Process (If selected to screen)

The term “Accepted” is a multi- process:

Step 1: Notification of Acceptance: After all Steps of the Application Process have been completed by the applicant, you will be notified, via email, by **Feb. 7th, 2019**, if your product has been selected for The Night Market. Vendors are only permitted to sell products that have been approved by The Charleston City Market Management. If a vendor wishes to add a product to their original list, they must submit all additions to Management for approval; with a minimum of two weeks before the vendor desires to sell the product(s). Manager reserves the right to approve, in advance, all goods and products sold within the City Market. Any change in approved goods and products must be approved by Manager, in Manager’s sole discretion, and any change without Manager’s approval may result in the cancellation and termination of Vendor’s License Agreement.

Step 2: Acceptance Paperwork: Upon being notified that your product is accepted you will be emailed an Acceptance Letter and the “*Terms and Conditions*” for The Charleston City Market. The “*Terms and Conditions*” **must be read in its entirety, each page initialed and signed in all designated areas**. If accepted you must also sign the last page of Vendor Manual as well as Acceptance letter. You must retain a copy of all paper work, which will be sent to you digitally. You may also pick up hard copies. All paperwork must be signed and returned to participate in the Market.

STEP 3: Licenses: Upon receiving your Acceptance Letter to the Night Market, you must purchase a SC Retail License and a City of Charleston Business License for the City Market. If you are a farmer or food vendor all necessary licenses form SCDHEC or SCDA (see Page 5 & Page 8) must be obtained as well. The Charleston City Market must have a copy of all these licenses on file, as well as a copy of your legal ID.

Step 2: NEW VENDOR MEETING: You will be required to attend a New Vendor Meeting on **Tuesday, Feb 12th**, where everything “Night Market” will be explained. Meeting Time and location of meeting will be given to you upon your Acceptance Letter. All licenses and signed documents may be returned at the New Vendor Meeting.

Attendance at Night Market

The Night Market does not require attendance at every Night Market, but you must attend at least **2 Night Markets a month** to remain a vendor. We do have select events in which we highly encourage selling on these nights. Those who are weekly Night Market vendors may be given a more permanent space each week; **thus, your space will rotate between the 3 buildings if you are not a regular attender.**

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Certificates, Licenses & Permits

Vendors are responsible for complying with local, state and federal requirements governing the sale and production of all products and for acquiring the necessary permits/licenses necessary for operating their business. The following is a list of common permits and licenses required; however, it is not exhaustive.

- **At the time of application**, vendors must provide clear, written information about production methods, which can be available to The Charleston City Market Management or any consumer upon request
- **At the time of application**, vendors must provide proof of residency and proof of business address, which must be within The Night Market Boundaries

At the time of Acceptance All Food Concessions, Bakers, Processors, Seafood, and those offering samples must abide by all regulations enforced by SC DHEC (Department for Health & Environmental Control and have a SC DHEC approved kitchen and/or certification with the SCDA (South Carolina Department of Agriculture).

AFTER acceptance (Not application): All vendors must provide the following:

If Food: SC DHEC: (803) 898-3432 – Email: info@dhec.sc.gov

Farm: SCDA: (803)734-2190 – Email: ACuller@scda.sc.gov

ALL BUSINESSES: Charleston Business License:

Licensing Clerk & Revenue Collections Office:

https://cap.charleston-sc.gov/energov_prod/citizenaccess/site/public/main
(843) 724-3711

Located at the Gaillard Center
2 George Street, Suite 1700 – Charleston, SC 29401

ALL BUSINESSES: SC Retail License:

SCDOR (Department of Revenue)

(803) 898-5000

<https://dor.sc.gov/MyDORWAY>

SC Department of Revenue Sales Tax Return – Columbia, SC 29214-0101

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Payments and Fees

Reservation Forms are always due the Wednesday before the participating Market. **RENT is due each Friday** of the Market you are working, or before the month begins.

We only accept Checks or Money Orders (No cash, no CC)

Space fees: (Subject to change before 2019)

- **Regular Space**= \$21
- **Small Space**=\$16(limited amount)
- **Aisle Spaces**= \$23.00 Management selects this by seniority, commitment and compliance of rules and regulations. *Manager's discretion*
- **Double Space** rent is doubled.
- **Insufficient Fund Fee: \$15**

Management reserves the right to **suspend a vendor** if their account or payments are overdue or late. Please, pay promptly.

Tablecloths: All vendors must purchase green tablecloths from the City Market Office, **\$17** each. (Prices are subject to change) *Check or Money orders only*

Registering for Night Market

1. Registration is not registering for a specific Booth; it is registering for specific nights. We do offer permanent Booths to some vendors based on vendor seniority, commitment to the Night Market, and compliance of all rules. This is Manager's Discretion and it is evaluated each month.
2. Registration of Booths is done through Google Drive on a Google Excel document. Explained further at meeting. (We suggest that if you are accepted to The Night Market, you obtain a Gmail account, this makes access to Google Drive much simpler.)
3. Registration is due the **Wednesday prior to the weekend you are working.**
4. Registration is due on **Tuesday if you are working a Thursday Night.**
5. **The list of those who are signed up each weekend will be sent out on Wednesday (Tuesday for Thursday Night Markets) of each week. Each vendor is required to check the list to be sure there is not an error on sign ups. At this point you will have an opportunity to remove or add your name for the upcoming weekend. If your name is not deleted by Wednesday at 1 pm for the upcoming weekend, you are considered registered, and you are required to pay for the weekend.**
6. Any questions regarding registration will be answered at Vendor Meeting if accepted.

Space Assignment- IMPORTANT

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1. The Manager reserves the right to assign spaces on a daily basis and to change assignments as it deems necessary or convenient, in its sole discretion.
2. Licensees shall keep their spaces in a neat, clean and orderly condition and must keep their tables and merchandise within the lines delineating their space. Upon departure, Licensees shall leave the space clean and place all trash in the public containers provided. All City tables must be returned to their original position within the space when Licensee vacates the space for the day.
3. Manager reserves the right to approve, in advance, all goods and products sold within the City Market. Any change in goods and products **must** be submitted to the office and **must** be approved management in writing. Any change without Manager's approval may result in the cancellation and termination of Vendor's License Agreement.
4. No display shall exceed 78 inches in height, unless approved in writing by Manager. In order to avoid obstruction of views from any adjoining space, no object more than 12 inches tall may be placed on table tops within the first 24 inches of any space in the Market Hall Building, Building A, Building B, Building C. All displays are subject to Management approval.
5. No nails, screws, strings, ropes or any other attachments may be placed on any part of the City Market structure (including, without limitation, the Market beams, lattice, masonry, brick or any other portion thereof) or any table located therein, without Manager's prior written approval.
6. All signage is subject to approval by Manager. The signage criteria are attached to the Terms and Conditions.
7. All windscreens are subject to control by Manager.
8. All fans and other electrical devices (including televisions and radios) are subject to approval by Manager.

Loading and Unloading:

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1. You may not enter the Loading Zone until 6:30 p.m. Day vendors have space until 6:30 pm. If your Booth space is opened before 6:30 pm, you may set up early, however, you may not use Loading Zone, you will need to park outside of the City Market Loading Zone and carry your items in.
2. **When setting up for The Night Market, you must unload all your items and MOVE YOUR CAR PROMPTLY. Do not set up before** you move your car. NO EXCEPTIONS!!!
3. When packing up to leave at Night, you must have everything packed up and ready to load before you bring your car to Loading Zone.
4. During the loading process, each vendor is required to **protect the back counter of the booth with an approved covering such as a Yoga mat** or specific rug with rubber backing which does not scratch the counter. Cloth is not enough. (Rugs must be approved by manager)
5. Note, in reference to cars in the Loading Zone, no particular loading spot belongs to any one vendor
6. Be respectful of those around you

This will be explained in detail at the Vendor Meeting if accepted.



100 Nights

the nightmarket
ARTISTS & ARTISANS. MUSIC & FOOD.

2019

- SCREENING FOR NEW VENDORS
TUESDAY, FEB. 5TH (DETAILS TBA)
 - VENDOR MEETING FEB. 12TH
 - NIGHT MARKET IS OPEN
- HOLIDAYS IMPACTING NIGHT MARKET:
 EASTER APRIL 21 (SPRING BREAKS)
 MEMORIAL DAY- MAY 26
 HANDMADE CHARLESTON AWARDS- JUNE (TBA)
 NO NIGHT MARKET 4TH OF JULY
 LABOR DAY- SEPTEMBER 2
 BLACK FRIDAY,- NOVEMBER 23RD
 TREE LIGHTING TBA

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 2018 **WINNER**

JANUARY

S	M	T	W	T	F	S
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MAY

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SEPTEMBER

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FEBRUARY

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JUNE

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MARCH

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JULY

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NOVEMBER

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APRIL

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AUGUST

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DECEMBER

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21	22	23	24	25	26	27
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Mail Applications or email to: (**Prefer EMAIL**)
 City Market Preservation Trust, LLC Attn: Karen
 73 North Market St. Suite A
 Charleston, SC 29401
 (843) 327.5976



NightMarketApplications@gmail.com

FAQ's

**The following Documents must be attached to the Application when applying:
 (Accepting January 7, 2019 – January 29, 2019)**

- ✓ This page signed which acknowledges you have read this in it's entirety and can comply with the Application Process and requirements.
- ✓ Signed application
- ✓ Pictures of products that you wish to sell (**You must send pictures do not send a website to view –Minimum 4 pictures-Maximum of 6 pictures of product**) Description of creation pf products.

Due to the influx of applications please email me if you have questions. **You will receive and email stating we have received your application. If you do not receive an email within 4-5 days, or by the deadline to apply, please email us at nightmarketapplications@gmail.com.**

I have read and understand the application process and acceptance process listed in application. This application is for the Night Market and is subject to cancellation if false or misleading misrepresentations have been made. By signing this application, applicant agrees to comply with all terms and conditions of the Charleston City Market license agreement should applicant's be added to Night Market. **This is not a binding agreement just an application.** Please read all pages before applying.

Signature of Applicant

Date of application

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Send to: nightmarketapplications@gmail.com

The Night Market
There is no Fee for this application

APPLICANTS NAME: (Please Print) _____

PHONE NO: _____

WEBSITE: _____

EMAIL: _____

FULL BUSINESS ADDRESS: _____

BUSINESS NAME: _____

WHAT DO YOU SELL? **All products you wish to sell must be listed-** PRODUCTS MUST BE MADE BY APPLICANT Please use additional sheet if necessary.

Product or products (i.e. paintings, glass, hats)	Description of how product is made- must be handmade locally in South Carolina by the vendor. No craft kits. You may attach a document with full description.

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SIGNATURE

DATE

PRINTED NAME

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