

## **Downtown Christmas Market 2017 Important Information**

**Dates:**

Saturday, December 15th – 10:00 am to 2:00 pm

**Location:** Trinity United Methodist Church Fellowship Hall, 126 Pearl St., Darlington

**Cost:** \$30 indoors full size (10x10), \$15 indoors half size (6x6), or \$15 outdoors (14x14)

**Application Procedure:**

Fill out the enclosed application and return with a color photo of the type of work you want to sell in The Christmas Market (jpegs can be substituted for photos and may be emailed to [info@buildupdarlington.org](mailto:info@buildupdarlington.org)).

***If you have been a vendor at the Market on Darlington Square or DDRA previously, no photo is required.***

**Mail to:** Darlington Downtown Revitalization Association  
PO Box 57  
Darlington, SC 29540

Applications for entry are due no later than **5pm on Monday, Dec. 3**.  
Payment should be mailed with application.

**Payment Methods:**

Checks can be mailed to the address above. Make out to: **DDRA Market**

**Call the Planning Director with questions at 843-398-4000 ext. 103.**

## Downtown Christmas Market 2018 Vendor Application

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

Please circle the type of vendor:    Food                      Arts & Crafts                      Retail

**What are you selling at the Christmas Market?**

**Please check vendor space. Make checks payable to DDRA Market.**

- Indoors Full Size            (10'x10')            \$30
- Indoors Half Size            (6'x6')            \$15
- Outdoors                      (14'x14')            \$15

**Mail to:**            DDRA Market  
                         PO Box 57  
                         Darlington, SC 29540

**Email:**            [darlingtonplanner@gmail.com](mailto:darlingtonplanner@gmail.com)

**Questions? 843-398-4000 ext. 103**

By signing below, I confirm that I have read, understand and agree to comply with all the Guidelines. I further confirm that I, my representatives, employees and agents agree to protect and hold the Darlington Downtown Revitalization Association (DDRA), the City of Darlington, and Trinity United Methodist Church harmless for any responsibility, personal liability, claims, losses or damages arising out of or in conjunction with my participation in the Downtown Christmas Market. As a vendor/participant, I assume full responsibility for any booth and/or space utilized by me, my employees and/or my agents. This responsibility includes sales tax as required and compliance with DHEC rules. I further agree that all rulings by the DDRA about acceptance are deemed final.

Signature/date \_\_\_\_\_ Please Print Name \_\_\_\_\_ Date \_\_\_\_\_

## **Downtown Christmas Market 2018 Guidelines**

The Christmas Market is open to all artists, craftsmen, and sculptors with original work. All merchandise is to be inside the Trinity United Methodist Church fellowship hall and set up for display by **9:30 am on Saturday, December 15**. Exhibitors are expected to be ready for business 30 minutes prior to opening. The event will include music on the stage as well as other surprises for the kids.

**Advertising:** The Christmas Market will be extensively advertised in the local media, as well as through e-blasts, posters, radio, newspapers, and social media. You will be provided a digital flyer to distribute to your social network as well.

**Spaces:** Vendor spaces will be available both indoors and outdoors. Indoor spaces will be marked with tape in the Church hall. You will be required to provide your own table, chairs, and table coverings. Tents are encouraged for outdoor vendors but not required.

**Electricity:** If you need electricity, heavy duty electrical cords and power strips are recommended. Cords must be covered with duct tape. The tape must be removed by the vendor after the event. The vendor is responsible for any damages to the floor.

**Miscellaneous:** Stock boxes must be kept out of sight.

**Acceptance:** Letters of Confirmation will be mailed out by Dec. 4. If your application is not accepted, your check will be returned to you with a letter stating such. Given the capacity of the church, the DDRA will choose applicants with a preference for hand-crafted items and select applicants to create a variety for shoppers.

**You cannot tear down your space until the show is over.**

**Applications must be received by 5pm on Monday, Dec. 3.**

### **Questions?**

Call Lisa Chalian-Rock at 843-398-4000 ext. 103 or 843-992-1561  
[info@buildupdarlington.org](mailto:info@buildupdarlington.org)