



Hilton Head Island Gullah Celebration
Native Island Business & Community Affairs, Inc.

PO Box 23452

Hilton Head Island, South Carolina 29925

Hotline: 877-650-0676

www.gullahcelebration.com

DEADLINE IS JANUARY 18, 2010

Dear Arts, Crafts and Food Vendors//Exhibitors:

Welcome to the 14th Annual Hilton Head Gullah Celebration's Arts, Crafts and Food Expo. The Expo will be held on Saturday, February 13th and Sunday, February 14th, 2010. This year the Expo will be held on the grounds of the newly renovated Honey Horn Development which is located on the North end of Hilton Head Island, SC. just across the Hilton Head Bridges. This event is the most popular of the month-long festivities and attendance is growing steadily.

Due to the growing popularity of the Celebration, we anticipate that vendor's space will sell out quickly. Attached is the 2010 vendor's application with fee schedule. Vendor Guidelines and waiver of liability form are also attached. To guarantee your space and to receive a 10% "early bird" discount, complete the vendor's application and return it along with the waiver of liability form and a money order or check for the **full** amount of space requested. Vendor's application for the "early bird" discount must be received or postmarked by Monday, December 28, 2009. (Please do not send partial payment).

The fee for craft vendors is \$275.00 and \$325.00 for food vendors. Only twelve (12) food vendors' spaces are available. A tent is required. Tents, tables, and chairs will be available for rent and must be requested with your application. Please describe in detail what will be sold and submit a photo of your product with your application. All applications will be screened. Duplication of product will be limited. First come first served.

Please read the enclosed information and adhere to all rules and guidelines. For more information call 843-689-9314.

Sincerely yours,

A handwritten signature in cursive script that reads "James Mitchell, Jr.".

James Mitchell, Jr.
President & CEO

**NATIVE ISLAND BUSINESS AND
COMMUNITY AFFAIRS ASSOCIATION, INC.
PO BOX 23452
HILTON HEAD ISLAND, SC 29925
TEL: (843) 689-9314 FAX: 9843) 342-7089**

VENDOR/EXHIBITOR APPLICATION FORM

**10% DISCOUNT DEADLINE: MONDAY, DECEMBER 28, 2009
DEADLINE/(Full Price): MONDAY, JANUARY 18, 2010**

Company Name: _____

Company Representative: _____

Address: _____

Telephone: _____
(Daytime) (Evening)

City: _____ **State:** _____ **Zip Code:** _____

Email: _____

**Have you previously participated in the Hilton Head Island Gullah Celebration, If yes,
when?** _____

Office use only:

Product Classification (Check all that apply)

	DECORATIVE ACCESSORIES		JEWELRY
	CERAMIC/POTTERY		MILLINERY
	DOLLS		APPAREL
	PAINTINGS		BASKETS
	SCULPTURE		QUILTS
	TOYS		FISHING NETS
	BOOKS		CATERING/RESTAURANT

Please give a detailed description of each product(s) and include a photo. If more space is needed, please use back of application or insert a separate page.

Booth Specification: Size is approximately 10' x 10'. The vendor must provide tables, chairs, displays, etc. (rentals available). Cost of the town required business permit is included in this fee. All applications must be received no later than January 15th, 2010. No vehicles will be allowed to park on the grassy area. **TO RECEIVE THE EARLY BIRD CREDIT, APPLICATION MUST BE POSTMARKED BY MONDAY, DECEMBER 29, 2009 WITH PAYMENT ENCLOSED**

FOOD VENDOR		PLACE ORDER			CRAFT VENDOR		PLACE ORDER	
ITEM	COST	AMT	TOTAL		ITEM	COST	AMT	TOTAL
Early bird base fee	292.00				Early Bird Base Fee	247.00		
BASE FEE	325.00				BASE	275.00		
TENT	130.00				TENT	130.00		
ELECTRICITY	20.00				ELECTRICITY	20.00		
TABLE (Each)	10.00				TABLE (Each)	10.00		
CHAIR (Each)	2.00				CHAIR (Each)	2.00		
TOTAL					TOTAL			

**NATIVE ISLAND BUSINESS &
COMMUNITY AFFAIRS ASSOCIATION, INC
PO BOX 23452
HILTON HEAD ISLAND, SC 29925
TELEPHONE: (843) 689-9314
FAX: (843) 342-7089
www.gullahcelebration.com**

**VENDOR/EXHIBITOR GUIDELINES
APPLICATION DEADLINE: January 18th, 2010**

- The Hilton Head Island Gullah Celebration Arts, Crafts and Food Expo site is outdoors (street festival) that will be held at the Historic Coastal Discovery Museum at Honey Horn, 70 Honey Horn Drive. In the event of inclement weather, **Rain Venue: Hilton Head Int'l Baccalaureate Elementary School, 30 School Road. (Saturday, February 13, 2009 only)**
- **NO PRODUCTS THAT CARRY THE HILTON HEAD GULLAH CELEBRATION IMAGE, LOGO; NAME MAY BE SOLD AT THE CELEBRATION. VIOLATORS WILL BE ASKED TO LEAVE THE PREMISES. NO VENDOR WILL BE ALLOWED TO SELL ANY "T-SHIRTS" WHICH MAY IMPLY 2010 HILTON HEAD GULLAH CELEBRATION.**
- **HILTON HEAD ISLAND GULLAH CELEBRATION COMMITTEE/NIBCAA WILL BE THE EXCLUSIVE VENDOR OF ALL BEVERAGES.**
- All booths must be set up and open for business no later than 10:00 A.M. on Saturday, February 13th and 10:45 A.M. on Sunday, February 14th. Vendors may access the Expo site at 8:00 A.M. Vendors shall not breakdown space prior to 5:00 P.M. on Saturday and Sunday.
- All vendors must have their own freestanding, white or light colored tent with a maximum size of 10' x 10'. All other equipment for set-up and display is the vendor's responsibility. (Tents may be rented through the Hilton Head Island Gullah Celebration Team. Orders MUST be placed at time of vendor application submittal.
- **For a space larger than 10' x10', please call the NIBCAA office at 843-689-9314 for a quote.**
- Exhibitors are responsible for collecting 7% South Carolina sales tax during the festival. Checks made payable to the SC Department of Revenue must be left at the check-in tent on Sunday.
- Only the properly registered vendor may occupy assigned booths.
- Storage containers must remain out of sight. Stored materials should not protrude into aisles.
- The Hilton Head Island Gullah Celebration Management Team will address any music or other potentially distracting or irritating activities. Please be considerate of your neighbors.

- Vendors/Artists are provided with (approximately) a 10' X 10' space. Booth assignments are at the discretion of the Arts, Crafts and Food Expo Committee Chairperson and/or the Hilton Head Island Gullah Celebration Management Team prior to the date of event.
- Local parking is limited. Artists and vendors will be able to drop off materials at their booth but may not park at their booth site. Vehicles will not be allowed to park on the grass area except to unload or load merchandise.
- Electricity will be available on a first come basis.

VENDOR CANCELLATION POLICY

Vendors unable to attend should inform the Hilton Head Island Gullah Celebration Management Team in writing. The absolute last date for cancellation with a 50% refund is January 22, 2010.

**14th ANNUAL HILTON HEAD ISLAND
GULLAH CELEBRATION.
ARTS, CRAFTS AND FOOD EXPO
WAIVER OF LIABILITY FORM**

**THIS FORM MUST BE RETURNED WITH
APPLICATION!**

Please Print:

I, _____ as an
(Owner's Name)

Owner/Manager _____
(Name of Business)

accept full responsibility for the involvement of the referenced group, organization or individual at the Hilton Head Island Gullah Celebration Arts, Crafts, and Food Expo on February 13 & 14, 2010.

I agree to hold harmless the Native Island Business and Community Affairs Association, Inc. and Hilton Head Island Gullah Celebration Officials, its successors and any and all persons acting under their authority from all civil and / or criminal liability under the laws and regulations of South Carolina and these United States which may result from the operation of the Hilton Head Island Gullah Celebration. I have read the Exhibitor information and agree to all the terms.

Signature: _____ Title: _____

Date: _____ Telephone: _____

Email Address: _____

FOR OFFICE USE ONLY

DATE RECEIVED: _____

AMOUNT RECEIVED: _____

CHECK: _____ **MONEY ORDER:** _____

CONFIRMATION PACKET MAILED: _____ **Lot#:** _____