



2016 Bishop Gadsden Fall Festival

We would like to invite you to participate in our fourth annual Fall Festival for our local First Responders, James Island and surrounding Charleston Communities, Bishop Gadsden residents, staff, and families.

Details:

- Date: Sunday, October 23, 2016
- Event Time: 1:30 -5:00 PM
- Set-Up: 12:30pm-1:10pm. Booths must be completely set-up with vendors ready by 1:20 pm.
*If you need additional time to set up, please let us know and arrangements will be made.
- Breakdown: Booths may not be dismantled until 5:00 pm and all items must be removed by 5:30 pm.
- Weather: If conditions are not conducive to hosting the event, it will be cancelled.
- Fees: There will be NO fee for the 2016 Fall Festival, if you return your application by August 26, 2016.
- Licenses: An updated copy of a City of Charleston Business License and proof of liability insurance are required to participate in this event and will need to be forwarded to Bishop Gadsden for our files.

Acceptable to Market:

Produce/Food Vendors: Food products must be prepared by the vendor and adhere to DHEC rules and regulations. Food kits or produce purchased in bulk and packages for resale are not acceptable.

Craft/Artisan Vendors: Original works in graphics, photography, clay, glass, fiber, metal, basketry, leather, jewelry, wood, paper, musical instruments and mixed media are welcome. Unfinished work or mass produced items are not acceptable.

Booths/Parking:

Booth space will be pre-assigned for the Fall Festival. The space will be approximately 10' x 10'.

Vendors are encouraged to bring display tents, tables, chairs, etc.

Directions will be given for parking once your merchandise is unloaded.

Food Truck Vendors:

All Food Trucks will be parked along Bishop Gadsden Way and should have order windows face the center of Bishop Gadsden Way.

TO PARTICIPATE:

Submit the attached application, along with copy of Business License. **THIS MUST BE RECEIVED PRIOR TO THE FESTIVAL.**

The application and copy of License may be faxed- ATTN: Charitable Giving and Communication Office at (843) 762-6119 or e-mail to stephanie.ochipinti@bishopgadsden.org.

If you have any questions, you can e-mail Stephanie at above address or call 843 406-6546.