



Participating Month (s) _____

Check/Cash _____

Market on Darlington Square Registration Form for Participants

Name of Vendor/Participant: _____

Name of Applicant (if different from above): _____

Address: _____

E-mail Address: _____

Phone (Day): _____ Phone (Eve): _____ Cell: _____

How to be reached on morning of Market event: _____

My booth planned activity requires electricity: (Circle one) YES NO If YES, please list items that require electricity. ELECTRICITY IS LIMITED. _____

I desire my booth to be located under the court house overhang even though there is no electrical access. There are only a few spaces available in this area. (Circle one) YES NO

List briefly and describe the products you will sell in the "Market." Also please indicate the location of your farm, nursery, studio, church, or business. _____

Please send registration fee with your registration. Regardless of weather, the Market will proceed as planned. No requests for refund will be honored.

Hours of Market: 9:00 AM – 1:00 PM. Booths must be setup by 8:30 AM and taken down by 3:00 PM

By signing below, I confirm that I have read, understand and agree to comply with all the Market on Darlington Square Rules and Regulations. I further confirm that I, my representatives, employees and agents agree to protect and hold the Darlington Downtown Revitalization Association, the City and County of Darlington, and the Market on Darlington Square harmless for any responsibility, personal liability, claims, losses or damages arising out of or in conjunction with my participation in the Market on Darlington Square. As a vendor/participant in the Market on Darlington Square, I assume full responsibility for any booth and/or space utilized by me, my employees and/or my agents in the Market on Darlington Square. This responsibility includes sales tax as required and compliance with DHEC rules.

Signature/date _____ Please Print Name _____ Date _____

Return this application to - **Market on Darlington Square**, P.O. Box 57, 410 Pearl St., Darlington, SC 29540-0057. Make payment payable to **DDRA Market**

Contact info: darlingtonplanner@gmail.com 398.4000 ext. 103 or 992.1561



2017 Market on Darlington Square Rules and Regulations

1. PURPOSE

- 1.1 Increase pedestrian traffic in Darlington town center.
- 1.2 Assist with non-profit fundraising activities.
- 1.3 Generate economic, social and cultural activity and energy.
- 1.4 Promote Darlington as a place to work and live.
- 1.5 Increase tourism.

2. LOCATION AND HOURS OF OPERATION

- 2.1 MoDS will be located around the perimeter of the Darlington County Court House Square at the junction of Main Street, Pearl Street and Cashua Street.
- 2.2 **For the 2017 season, the MoDS will open on May 6, June 3, Aug. 5, Sept. 2, and Oct. 7. It will open at 9:00 AM and close at 1:00 PM. There will be no Market in July.**
- 2.3 Vendors/participants must be present and registered by MoDS staff no later than 8:30 AM for setup. They should close, cleanup and be prepared to depart at by 3:00 PM.
If a vendor has not setup his or her booth by the setup time of the event (i.e. 8:30 AM), the MoDS staff can release the slot to other late comers.

3. PRODUCTS

- 3.1 All vendors and all products to be sold are subject to approval by the Market on Darlington Square (MoDS) Committee.
- 3.2 Compliance with all Departments of Health and Environmental Control, Department of Agriculture and all other applicable guidelines and restrictions are the sole responsibility of the vendor/participant.
- 3.3 Prepared edible goods need to be prepared in a DHEC approved kitchen. It is the responsibility of the vendor/participant to contact DHEC for approval. (DHEC Agent: Mr. Plummer 843.398.4400)
- 3.4 Products encouraged by the MoDS committee include products from the region such as meat, baked goods, fruit, vegetables, plants, and flowers; fine artwork; hand crafted products; homemade jewelry, soap, and candles; pottery; sculpture and more.
- 3.5 MoDS will not permit yard sale or flea market merchandise, second-hand clothing, fire arms, or fireworks.
- 3.6 No vendor promotion of political oriented campaigns will be allowed.
- 3.7 Sale by weight must be done using a certified scale.

- 3.8 Artists, craftsmen, photographers, farmers, authors, nurserymen, are encouraged (but not required) to provide sufficient copies of an autobiography, product description and/or interesting business history to distribute with their sales.
- 3.9 Vendors are responsible for paying any state sales tax accrued by their booth.

4. ASSIGNMENTS OF BOOTH SPACE

- 4.1 MoDS vendors/participants will be assigned a numbered booth space by the MoDS Staff.
- 4.2 MoDS Staff will operate a booth at the northwest corner of the court house for administrative and MoDS information support.
- 4.3 The Darlington Downtown Revitalization Assoc. and the Market on Darlington Square representatives reserve the right to approve or disapprove any items to be sold at the MoDS, to decide where vendors will be located, and/or to deny or revoke any vendor space when it is considered to be in the best interest of the MoDS purposes.
- 4.4 MoDS Staff reserves the right to designate specific market booths for vendors with special utility or space needs.
- 4.5 Booths may be occupied by no more than two vendors. **Once setup and the market opens, the vendor must remain in the MoDS area until closing.**

5. FEE SCHEDULE

Month by Month Schedule

5.1 The fees below provide market vendors/participants a 12' by 12' space to accommodate a 10' x 10' tent booth to sell or market products. **Tents, tables, chairs etc. are NOT provided by MoDS.** No tents or canopies are required for slots under the courthouse overhang.

- | | |
|---|------------------------------------|
| 5.2 Business (Individuals or businesses) | \$25 per booth per month |
| | \$35 two adjacent booths per month |
| 5.3 Non-profit Organization | \$15 per booth per month |
| 5.4 School or Children groups | NO FEE |
| 5.5 Local Farm products & produce vendors | NO FEE |

Full Season Registration Rate (all five (5) events)

- | | |
|---|------------------------|
| 5.6 Business (Individuals or individuals) | \$75 (Savings of \$50) |
| 5.7 Non-profit Organization | \$50 (Savings of \$25) |
| 5.8 School or Children groups | NO FEE |
| 5.9 Local Farm products & produce vendors | NO FEE |

Notes: Fees must be paid prior to each MoDS event. MoDS Staff reserves the right to revoke vendor privileges of any who violate MoDS Rules and Regulations.

6. PARKING

- 6.1 Traffic flow and parking will be open around the square and in the nearby parking lots. Our purpose is to make parking as convenient as possible for market shoppers, therefore, **please park around the square only as long as it takes to unload, then move vehicles to nearby parking lots.**

7. Setup and Booth Requirements

- 7.1 Vendors must provide their own equipments, i.e., tables, chairs, canopies, extension cords, and/or set-up materials for display of items.
- 7.2 Canopies are not required for spaces under the courthouse overhang. Canopies are required in the open air, but can be waived for one event per booth with staff approval.
- 7.3 Canopies or tents must be clean, in good repair, and properly anchored (e.g., bungee cords and stakes or cinder blocks)
- 7.4 Access to electrical outlets is provided at most perimeter spaces under the trees. Power is 110ac only. There are no electrical outlets under the courthouse overhang next to the building. Electrical power must be requested by vendors on their registration form and approved in advance by the MoDS Staff.
- 7.5 No electrical heaters are allowed. If temperatures drop uncomfortably during September or October events, vendors/participants should provide their own non-electrical heaters (e.g., propane heaters)
- 7.6 Offensive or unseemly products and/or booth décor as judged by the MoDS Staff will not be allowed.
- 7.7 All vendors must have signage that clearly and appropriately identifies vendor name and/or company.

8.0 HEALTH AND SAFETY

- 8.1 Vendors are responsible for collection and disposal of all refuse generating from their booth activity. The booth and surrounding areas should be kept clean and policed up. At the end of the Market, booth spaces and surrounding areas must be left clean with all litter disposed of. Designated receptacles will be provided to assist in such cleanup efforts.
- 8.2 No firearms, fireworks, or any type of explosives are allowed at the Market.
- 8.3 Small children brought to the Market must be under supervision by a responsible adult.
- 8.4 All vendors/participants are responsible for the actions of their employees, agents or persons working for the vendor/participant.
- 8.5 No vendor/participant will consume or be under the influence of alcohol or illegal drugs while participating in the Market.
- 8.6 Safety and sanitation requirements may require Market staff to relocate vendors/participants to a different location than originally designated.
- 8.8 Porta-jons will be provided for shoppers, vendors, and participants in the so-called "Mural Parking Lot" directly across the street from the courthouse square.

9.0 PUBLICITY

9.1 The Market on Darlington Square staff plans multiple publicity avenues in advance and during the season of the Market. Maximum use will be made of free and inexpensive methods. Some sources have volunteered to assist in publicity and advertising to include providing limited funds for that purpose. The Darlington Downtown Revitalization Association (DDRA) will guide and assist where possible with advertising and publicity.

9.2 The MoDS Staff reserves the right to take photos of the market vendors/participants, products and shoppers for promotion of future events. Promotion includes, but is not limited to advertisements and news releases to local and regional printed and broadcast media.

9.3 By signing the “Market on Darlington Square Registration Form for Participants,” the vendor/participant agrees that he/she will not bring or consent to others bringing claim against The MoDS Committee or any of its community market partner, or the DDRA, or the City or County of Darlington on the grounds that anything contained in the photography violates any rights or privacy and publicity.

9.4 Registration forms and fees must be received by the 20th of the month of the MoDS event to be eligible for promotion in advertising.

10.0 GENERAL INFORMATION

10.1 The Market on Darlington Square (aka. “The Market” or “MoDS”) wishes to promote a family atmosphere. Proper dress and language in the Market for a family atmosphere area are required.

10.2 No music or other entertainment should be provided without prior permission of and coordination with the MoDS Staff.

10.3 All signed registration forms and fees must be received prior to the Market requested on that specific form.

10.4 The Market on Darlington Square operates under the direction and guidance of the Darlington Downtown Revitalization Association in partnership with the City and County of Darlington.

CONTACT INFORMATION

Darlington Downtown Revitalization Association
P O Box 57 410 Pearl Street
Darlington, SC 29540

Lisa Chalian-Rock

darlingtonplanner@gmail.com

(843) 398-4000 ext. 103 or (843) 992-1561