



Horry County First Steps
1511 9th Ave, Suite A
Conway, SC 29526
Phone: 843-488-3336 Website: www.hcfirststeps.org

Week of the Young Child Community Fair
VENDOR APPLICATION

Horry County First Steps is hosting the Week of the Young Child Community Fair on Saturday, April 9, 2022. The event will run from 10:00 AM to 2:00 PM at the City Green at 2nd Avenue and Laurel Street in Downtown Conway. Load in time is from 9:00 AM – 9:45 AM, all vendors must have completed load in and moved their vehicle by 9:45 AM. Horry County First Steps does not provide any tables, chairs, or pop-up tents. You must provide these items yourself. All vendors are located outside without electricity access. Please complete the full application to be considered. No refunds are provided for cancellations. The deadline for application submission is Friday, March 18, 2022.

APPLICATION INFORMATION

Business Name:
Contact Name:
Address:
City: State: Zip:
Phone Number: Email Address:
Website (if applicable):

All vendor spaces are standard size, 10' x 10'. There is a \$35 vendor fee for each vendor. The fee will be waived for any non-profit that provides evidence of its non-profit status with its application. Vendors must provide at least one free activity and/or giveaway geared towards children and families.

Please provide a brief description of your business or organization and describe your free activity/giveaway:

Four horizontal lines for providing a brief description of the business or organization and the free activity/giveaway.

Selection Criteria: Due to space limitations, it is up to the staff of Horry County First steps to determine which vendors we invite to participate.

FOR OFFICE USE ONLY

DATE RECEIVED: APPROVED/DENIED BY: DATE NOTIFIED:
DATE PAYMENT RECEIVED: PAYMENT METHOD: (CIRCLE ONE) CASH CHECK #



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VENDOR RULES & REGULATIONS

1. **APPLICATION PROCESS:** Submission of this application does not guarantee a space. All vendor applications will be evaluated and vendors will be notified via email of acceptance or rejection within 2 weeks prior to the day of the event. Horry County First Steps reserves the right to ACCEPT or REJECT any application. We also reserve the right to remove any vendor that does not follow the rules and regulations established for this event.
2. **FEES:** Vendor fees are \$35 for each space rental. The vendor fee will be waived for any non-profit organization that provides evidence of their non-profit status with their application. Vendor fees for accepted vendors will be due to the office of Horry County First Steps by 12:00 PM, Friday, April 1, 2022. Check or cash only. Please make checks payable to: **Horry County First Steps**
3. **SPACE ASSIGNMENTS:** Spaces are 10’ x 10’ and will be assigned in advance. Event staff will be on hand to assist with any questions you may have. All displays, merchandise, equipment, etc. may not exceed your 10’ x 10’ booth. We do not provide tables, chairs, or electricity for vendors. Vendors must bring all necessary tables, chairs, tents, or displays. Vendor spaces are on pavement and no electricity is available. Generators are not permitted.
4. **SET UP:** The event begins at 10:00 AM. Vendors may begin set-up at 9:00 AM. All set-up must be completed by 9:45 AM and all vehicles must be removed from the vendor area by 9:45 AM.
5. **CLEAN UP:** It is the responsibility of the vendor to maintain the cleanliness of their space throughout the entirety of the event. You are expected to leave the space that you occupy as you found it prior to set-up. Please dispose of your trash in the provided trash cans. Event staff will be available to assist you with questions regarding trash removal.
6. **NO EARLY BREAKDOWN:** Vendors are required to participate for the entirety of the event. The breakdown of vendor booths is not allowed until the conclusion of the event at 2:00 PM.

APPLICATION SUBMISSION

Completed applications for this event must be either emailed directly to Amanda Latwaitis, Program Assistant at alatwaitis@hcfirststeps.org or mailed to:

**Horry County First Steps
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The deadline for application submission is Friday, March 18, 2022. Any applications postmarked or emailed after March 18, 2022 will not be considered.

Questions: If you find you have any questions or comments about the Week of the Young Child Community Event, please contact Horry County First Steps at (843) 488-3336 or email Melissa Vlasaty, Program Coordinator, at mvlasaty@hcfirststeps.org

APPLICANT SIGNATURE: _____

PRINTED NAME: _____ **DATE:** _____