

CHARLESTON FARMERS MARKET
NOT-FOR-PROFIT APPLICATION

2016

Harrison R. Chapman, Manager

Phone: (843) 724-7309 & Fax: (843) 720-3967

ChapmanH@Charleston-sc.gov or FarmersMarket@Charleston-sc.gov

Each Saturday, April 9 - November 26, with additional opportunities to participate; Sundays during the Piccolo Spoleto Festival in May and June, and Saturdays & Sundays during our Holiday Market in December, Marion Square (329 Meeting Street) becomes a community gathering place where residents of the Lowcountry and visitors alike are able to enjoy a wide variety of local goods. We invite Not-for-Profit Organizations (NFP) and select community groups to apply for a booth in order to distribute information, raise overall awareness for a cause and to recruit volunteers.

Name of NFP: _____

Contact Person: _____ Title: _____

Address: _____

City/State/Zip: _____

Daytime #: _____ Evening #: _____

Cell #: _____ Email: _____

Website/Social Media: _____

Electrical Power Needs (Y/N, include reason): _____

Main purpose for booth in relation to your mission statement and detailed description of how your organization will occupy a booth at the market. Include; equipment, signage, hand-outs, give-a-ways, uniforms, etc. (Be Specific):

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Choose from the following dates in order of priority;

CFM Regular Season

- Saturdays, **April 9 - November 26** (8am-2pm)

Additional Markets

- Piccolo Spoleto Festival: **Sundays, May 28, June 5 & 12** (8am-2pm)
- Holiday Market: **Saturdays & Sundays, Dec. 3, 4, 10, 11, 17 & 18** (9am-3pm)

- | | |
|----------|-----------|
| 1. _____ | 6. _____ |
| 2. _____ | 7. _____ |
| 3. _____ | 8. _____ |
| 4. _____ | 9. _____ |
| 5. _____ | 10. _____ |

ADDITIONAL INFO:

Instructions for setup, breakdown and loading procedures will be provided upon acceptance.

An (8'x 8') or (10'x 10') canopy will be provided which must be requested at least two weeks in advance of your assigned market day.

Participants must provide their own booth equipment including; tables, chairs, signage, 25lb weights for each canopy leg and garbage receptacle. All waste produced by your booth must be hauled away at the end of the day for disposal at an alternative business or residents.

Charitable solicitation including, but not limited to selling merchandise must be included on your application and must be approved by CFM Management prior to acceptance.

You may contact the CFM Manager at any time with questions and/or concerns.

Signature: _____ Date: _____

SUBMIT COMPLETED FORM TO:

Harrison R. Chapman

CFM Manager & Holiday Magic Coordinator

City of Charleston - Office of Cultural Affairs

75 Calhoun Street, Suite 3800 - Charleston, SC 29401