

2018 Piccolo Spoleto Crafts Exhibition Application to Participate

Wragg Square 342 Meeting Street, Charleston SC 29403

Completed form and photos of your products

MUST be RECEIVED by 4:00pm on Monday, April 9, 2018

Phone: (843) 724-7305 or CulturalAffairs@Charleston-sc.gov

Contact Person: _____ Title: _____

Business Name: _____ Year Established: _____

Past Piccolo Spoleto Fine Craft Participant (Y/N): _____

Studio Address: _____

City/State/Zip: _____

Residential Address (if not same as studio): _____

City/State/Zip: _____

Daytime #: _____ Evening #: _____

Cell #: _____ Email: _____

Website: _____

Social Media: _____

Do you have your own canopy? Yes/No: _____ If so, what Size: _____ Color: _____

Brief description of products (i.e. "jewelry" or "handmade soaps"): _____

Please select the category that best applies:

- | | |
|--|---|
| <input type="checkbox"/> Basketry | <input type="checkbox"/> Pottery & Clay |
| <input type="checkbox"/> Glass | <input type="checkbox"/> Textiles |
| <input type="checkbox"/> Jewelry | <input type="checkbox"/> Woodwork |
| <input type="checkbox"/> Metal & Stone | <input type="checkbox"/> Other: _____ |
| <input type="checkbox"/> Paper craft | |

Please confirm you are available to participate:

- | | |
|--|--|
| <input type="checkbox"/> Friday, May 25, 2018 10am – 5pm | <input type="checkbox"/> Sunday, May 27, 2018 10am – 6pm |
| <input type="checkbox"/> Saturday, May 26, 2018 10am – 6pm | <input type="checkbox"/> Monday, May 28, 2018 10am – 5pm |

Artist Statement:

Use a separate sheet of paper if necessary

Provide techniques used to produce your product(s). We are not asking you to share your secrets, we merely want to understand the craftsmanship that goes into your product. Be as specific as possible.

*Use a separate sheet if necessary.

PRODUCT NAME	MATERIALS USED	PRICE	TIME TO PRODUCE PRODUCT

Who can participate:

- Preference will be given to local and regional vendors
- Preference will be given to vendors who are able to participate on all 4 days of the Exhibition
- Due to space restrictions, no applicant is guaranteed acceptance and is subject to review by the City of Charleston Office of Cultural Affairs and Piccolo Spoleto advisors
- Invitations to participate will be extended to vendors to create a balance of styles and crafts

What can be sold:

- Originally conceived and crafted craft work created by the applicant in media including but not limited to:
 - Basketry
 - Clay
 - Fiber
 - Glass
 - Jewelry
 - Leather
 - Metal
 - Mosaics
 - Woodworking
 - Soap
 - Paper
 - Musical instruments

What do to if selected:

- Crafts products must be designed, fabricated and hand-crafted by the artisan vendor and its employee(s). Acceptance is based on originality of design, materials and production techniques. All crafts must be of excellent workmanship both in quality and design. The items must show evidence of manual skills obtainable through a significant period of dedication and experience. All vendors are solely responsible for obtaining proper permissions and licenses from third parties whose rights may be violated or infringed upon. To use any logo, trademark or copyrighted items, a vendor must have written permission from the owner of the logo, trademark or copyright and provide Piccolo Spoleto with a copy of the written permission from the owner of the logo, trademark or copyright with their application.
- Exhibitors are responsible for providing all necessary booth equipment including a canopy; booth sites are 10' x 10'
- If accepted, participation fee of \$250 to cover administrative processing and space rental will be required
- Vendors are responsible for complying with local, state and federal requirements governing the sale and production of all products and for acquiring the necessary permits/licenses necessary for operating their business. The following is a list of common permits and licenses required; however, it is not exhaustive.
 - Upon acceptance, **all vendors** must provide the following;
 - Charleston Business License:
 - Licensing Clerk & Revenue Collections Office:
 - (843) 724-3711 - 2 George Street, Suite 1700 – Charleston, SC 29401
 - SC Retail License
 - SCDOR (Department of Revenue)
 - (803) 898-5000 - SCDOR Sales Tax Return – Columbia, SC 29214
 - **Proof of General Liability Insurance** of no less than \$1,000,000
 - Vendors are responsible for obtaining insurance coverage on their own and provide proof in accordance with these requirements to the Office of Cultural Affairs prior to operating.

FAQs:

Prohibited items include, but are not limited to the following; generators or any other materials considered hazardous or flammable, such as; fireworks, propane, butane, gasoline, diesel tanks, or helium tanks. Piccolo Spoleto Crafts Exhibition invitees shall be in compliance with all other applicable federal, state, local statutes, ordinances, rules, regulations, licenses and permits, including permits required by the South Carolina Department of Revenue.

The City of Charleston Office of Cultural Affairs will manage and direct the 2018 Piccolo Spoleto Crafts Exhibition. All details are subject to final approval by the City of Charleston’s Special Event Committee and the ability to secure an adequate pool of applicants. City of Charleston Office of Cultural Affairs reserves the right to change the location of the Piccolo Spoleto Crafts Exhibition. Any questions can be directed to Niki Ohlandt (843) 724-7305 or ohlandtn@charleston-sc.gov.

Signature: _____ Date: _____

SUBMIT COMPLETED FORM BY 4PM ON MONDAY, APRIL 9, 2018 TO:

City of Charleston – Office of Cultural Affairs
75 Calhoun Street, Suite 3800 – Charleston, SC 29401