



Penn School National Historic Landmark District
First School in the South for Formerly Enslaved West Africans

**TRADITIONAL AFRICAN AMERICAN
ARTS & CRAFT APPLICATION 2023**

39TH Annual Heritage Days Celebration

Date: Friday November 10th, and Saturday November 11^h

Location: 16 Penn Center Circle West, St. Helena Island, SC 29920

Contact Person: Dr. Marie Gibbs, 843-838-2474

Email heritage festival@enncenter.com

Website: www.penncenter.com

Food Vendor Schedule: Friday, November 10, 2023 9:00 a.m. - 5:00 p.m.

Saturday, November 11, 2023 8:00 a.m. - 5:00 p.m.

Application Instructions:

1. Complete the application in full (incomplete applications will not be considered).
2. Email or send your signed application and required documents attention to the **Heritage Days Celebration**.
3. Include your payment money order, cashier's check payable to **Penn Center**.
4. Credit card payment can be made by calling **843-838-7105** from 9:00 am -4:00pm, Mon.-Sat.
5. Arts & Craft Vendor's Booth space 1 day **\$250** - 2 days **\$350**.
6. **Deadline for application is Friday November 3, 2023.**

(Note: This is a reduced price this year due to the US Economy)

Organization/Company/Business _____

Contact Person: _____

Emergency Contact Person: _____

Address: _____

Phone: Day: _____ Evening: _____

Email Address: _____

Business License number _____



**Penn School National Historic Landmark District
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Admission Requirements/Rules & Regulations

ASSIGNMENTS FOR SPACE

Penn Center reserves the right to assign all vendor's space. Vendors will be selected on a first come first serve basis and the quality of the food items for sale.

VENDOR SPACE

Vendors must conform to the size of their space and must not obstruct the view of others. All booths are 10' X 15.' Special arrangement may be made for larger space. Vendors not conforming to these specifications, or which, in design or operation is otherwise found objectionable in the opinion of Penn Center will be prohibited.

CONTRACT ACCEPTANCE

The vendor agrees that unless and until the contract/application is accepted by Penn Center, it is not binding. All applicants not accepted by letter of confirmation will receive a refund, less \$35.00 processing fee.

TERMINATION OF EXHIBIT

Should the premises on which the 39th Annual Penn Center Heritage Days Celebration is to be held become, in the sole judgment of Penn Center, unfit for occupancy, or should the Celebration and exhibits be materially interfered with by reason of strike, picketing, boycott, embargo, injunction, war, riot, inclement weather, emergency declared by a government agency, or any other act beyond the control of Penn Center, the contract for food space may be terminated. Penn Center will not incur any liability for damages sustained by the food vendor because of termination. The food vendor expressly waives such liability and releases Penn Center for all claims for damages and agrees that Penn Center shall have no obligation in such an occurrence.

WITHDRAWAL

Withdrawal of vendor will not be accepted unless written notice of such withdrawal has been postmarked by Friday October 13, 2023. Any food vendor who withdraws by this date receives 50% of the amount paid. Any withdrawal request postmarked after October 13, 2023, forfeits the entire reservation fee.

LIMITATION OF LIABILITY

Penn Center will not be liable for any loss or damage to the property of vendors due to fire, robbery, accidents, or any cause whatsoever that may arise from participation in its 39th Annual Penn Center Heritage Days Celebration.

GENERAL RESTRICTIONS/INSTRUCTIONS

Only two people can operate each booth. An additional entry fee will be assessed for each additional person. All cars must be parked in the designated vendors' parking area.

- Vendors are only allowed to sell Arts and Craft merchandise.
- Vendor's Pass must always be displayed.

A clean-up fee of **\$25.00** will be collected onsite and will be forfeited if the area is not cleaned by schedule time.

Vendors are prohibited from selling any merchandise that is inappropriate or offensive. (T- shirts, explosive devices, etc.) Penn Center will be the exclusive vendor for all Penn Center merchandise.

Arts & Craft Vendors assumes all responsibility for compliance with local, city, and state ordinances and regulation covering fire, safety, and health. No combustible decorations, such as crepe or tissue paper, cardboard, or corrugated paper should be used at any time. All packing material, containers, excelsior and wrapping paper are to be removed from the ground and must be stored under the table behind the display. Volatile explosives and other flammable material, or other substances prohibited by law or insurance carrier, are not permitted on premises. Distribution of material and samples other than professional literature is prohibited. Canvassing or distributing outside the exhibitor's own space is not permitted.

The vendor coordinator reserves the right to restrict any exhibit, which might be considered undesirable. This restriction applies to merchandise, conduct, dress, printed material, or anything objectionable to the exhibit.

If you agree with the terms and condition outlined, please sign and date below.



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Name: _____

Date: _____

Arts & Craft Vendor Schedule

It is your responsibility to arrive at least 2 hours in advance of the outlined schedule. Vendors are limited to TWO vehicles. We are not responsible for any delays caused by traffic, car problems or detours.

No Admission Fee for Vendors, but there is a \$5 admission fee for visitors, children six and under free.

FRIDAY: \$5.00 admission fee.

SATURDAY: \$5.00 admission fee.

Application Payment for Exhibit/Vendor Booth Space

(Vendors will be limited to two spaces)

When do you want to move in & set up? Please indicate by checking your day(s)

() Friday () Saturday

Booth Fees

I (we) hereby reserve _____ booth(s) at **\$250** per booth for one day or **\$350** per booth for two days. I (we) agree to the terms of the contractor exhibit space guidelines as outlined in this application. I will park in the appropriate vendor parking lot and will not move my vehicle during event hours of operation.

	Quantity	Space fee	Total
Arts & Craft Vendor	_____	_____	\$ _____

Deadline for application is Friday November 3, 2023.

Penn Center, Inc., reserves the right to choose a menu for you to prevent duplications by other vendors. Please note that traditional local African American and Gullah/Geechee Arts & Crafts are a requirement for all vendors.

Please list your arts and crafts items for sale or attach pictures.
