

# Calling on Artisans, Crafters & Creators of All Things Handmade!

## Exhibit & Sell Your Work at the Berkeley CraftFest!

October 15-16, 2010

Moncks Corner, SC

Baskets, Calligraphy, Carving, Christmas Theme, Clothing, Fine Art, Functional Painting, Furniture, Glass, Graphics, Jewelry, Leather, Metal, Nautical, Photography, Pottery, Sculpture, Textiles, Weaving, Wood & Wood Turning and other Handmade Items

The Exhibitor Packet is also on our web site, [www.berkeleycitizens.org](http://www.berkeleycitizens.org)

If you are interested in reserving a table,  
you may call 843-761-0300

or e-mail

[bciadmin@bciservices.org](mailto:bciadmin@bciservices.org)

Sponsored by Berkeley Citizens, Inc.

Show Location:

Berkeley Industries, 132 Citizens Lane

Rain or Shine Event

Heated & Cooled Building

24 Hour Fire & Security

Loading Dock

Handicapped Accessible

Ample Free Parking

# The Berkeley CRAFTFEST

October 15-16, 2010 – 132 Citizens Lane,  
Moncks Corner SC 29461

## Show Information, Rules, Terms and Conditions:



- The Berkeley CRAFTFEST is a rain or shine event, no refunds will be given.
  - Berkeley Citizens, Inc. is a not-for profit agency serving people with developmental disabilities
  - The event will take place in a 25,000 sq. ft. building off Hwy. 52 in Moncks Corner.
  - The building is monitored for fire and security and will be manned overnight.
  - Parking for Exhibitors, once unloaded, will be available in a near-by shopping center within walking distance
  - The event will be advertised in local businesses, newspapers, web sites, trade show magazines, etc.
  - Any & All Necessary Licenses, State and Local Taxes are the Responsibility of the Exhibitor, not Berkeley Citizens, Inc.
  - Subletting or reselling your assigned space is not permitted.
  - The following Exhibition Categories are acceptable: Baskets, Calligraphy, Carving, Christmas Theme, Clothing, Fine Art, Functional Painting, Furniture, Glass, Graphics, Jewelry, Leather, Metal, Nautical, Photography, Pottery, Sculpture, Textiles, Weaving, Wood & Wood Turning and other Handmade Items.
  - Only one (1) assistant during set-up and the show is allowed per Exhibitor regardless of the number of tables.
  - Exhibitor agrees to truthfully represent their merchandise to buyers & conduct business with the highest of ethical standards.
  - No drugs or alcoholic beverages may be brought into the show area or anywhere else on the premises of Berkeley Citizens, Inc.
  - The Holiday Inn Express in Moncks Corner offers room discounts for an overnight stay for Exhibitors.
  - Smoking inside the building is prohibited.
  - Food and drinks may be brought in for personal consumption, but not for sale.
  - Concessions will be available during the show.
  - Exhibitors must remain set up for the full term of the show.
  - For safety and insurance purposes, objects, sale boxes, stands or other display equipment, large objects such as hand trucks, personal tables, etc. are not permitted in the aisles, between tables or in front of sales tables.
  - Dangerously hot exhibit lighting such as halogen and propane are not allowed. Items that pose a danger to the public are not allowed inside the facility.
  - All wall type back drops are limited to six (6) feet in height, although back drops are not required/recommended
  - If electricity is needed, Exhibitors must provide their own UL approved extension cord; all cords must be secured away from pedestrian walkways.
  - We will provide table flags identifying you as the Exhibitor that must be visible throughout the show.
  - Sale prices are to be clearly marked.
- **Directions: From I-26 Columbia, take the Hwy 17A exit toward Moncks Corner. Follow 17A into Moncks Corner. At the intersection of Hwy 17A and Main Street/Hwy 6, turn right. At 1st stop light past the Railroad Tracks, turn right on to Hwy 52. After the 2nd stop light, turn right just past the 52 Gas Station and keep bearing right on the road between the back of the gas station and a concrete block car wash. Berkeley Industries is at the end of the street.**



Friday, October 15, 2010 12:00pm – 7:00 pm (Vendor set-up as early as 7:00am)  
Saturday, October 16, 2010 9:00am – 1:00pm (Vendor set-up at 8:00am)

**QUESTIONS?**  
Phone: (843) 761-0300  
Email: bciaadmin@bciservices.org

Company \_\_\_\_\_ Contact Name \_\_\_\_\_ Phone # \_\_\_\_\_  
Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Email \_\_\_\_\_ Alternate Phone # \_\_\_\_\_

**Vendor Type:**

**Product Type: (please check all that apply)**

Handmade Crafts  
 Retail Sales  
 Direct Sales

Jewelry  
 Home Goods  
 Beauty/Makeup  
 Purses/Totes  
 Personalized Products  
 Pottery/Glass

Cooking/Baking  
 Candles  
 Books  
 Clothing/Accessories  
 Arts  
 Other: \_\_\_\_\_

**Space Needed:**

- |                                        |                                                                         |      |
|----------------------------------------|-------------------------------------------------------------------------|------|
| <input type="checkbox"/> BASIC         | 10 x 10 booth – 1 table & 2 chairs provided                             | \$20 |
| <input type="checkbox"/> LARGE         | 10 x 15 booth – 2 tables & 2 chairs provided                            | \$35 |
| <input type="checkbox"/> BASIC SPONSOR | 10 x 10 booth – 1 table, 2 chairs, 1 t-shirt, small ad, 1 plate dinner  | \$60 |
| <input type="checkbox"/> LARGE SPONSOR | 10 x 15 booth – 2 tables, 2 chairs, 1 t-shirt, small ad, 1 plate dinner | \$75 |
| <input type="checkbox"/> Electricity   | Need access to electricity                                              | \$10 |

**FOR SPONSORS:** T-shirt size: (check one) \_\_\_\_\_ S \_\_\_\_\_ M \_\_\_\_\_ L \_\_\_\_\_ XL \_\_\_\_\_ XXL

For ad: Please send business card or ad content with registration form and indicate "ad"

For AD: Please send a business card or ad content with registration form and indicate "Ad". Your Ad will be placed in the Event Program to be given to all visitors.

- All vendors are welcome to bring their own display and set-up items but all vendor displays must fit in their designated space or they will be required to rent a larger space.

**Donations:**

This event is a fundraiser for Berkeley Citizens. We will be doing several raffles during the event and we would like to invite our vendors to donate any items that they would like to contribute. Please feel free to include your business card or contact information with your item(s). This is a great way to get your name out there to a diverse crowd! This is not a requirement but we would appreciate any support you can give us!

I would like to donate: (please describe)

- An item or items: \_\_\_\_\_
- An entire basket of goods: \_\_\_\_\_
- A gift certificate: \_\_\_\_\_
- A cash donation to purchase raffle items: \_\_\_\_\_

**All donations need to be received by September 30, 2010**

- I will bring my donation to your office (Call 843-761-0300 for directions)
- I need someone to contact me to arrange for pick-up of my item(s)
- I will be mailing my donation to your office

By signing below, I agree to the terms and conditions sheet that is attached. I agree to sell only new or handmade items. I agree to provide the products and services that I have signed up for above and will honor all customer purchases during this event. Further, I agree that I am allowed to have a free give-away to obtain customer information if I desire at my booth, but I will not be selling tickets or raffling off my products at the CraftFest.

Signature \_\_\_\_\_

Date \_\_\_\_\_