2027 James Island Town Market Vendor Information

Thank you for your interest in joining the Town of James Island First Friday Market.

The James Island Town Market is located at Town Hall**, 1122 Dills Bluff Road, James Island, SC 29412.** The grounds include vendor spaces, a food truck/ food court, play space for lawn games, a kid's craft patio, restrooms, and nearby parking.

The markets will be held on the 1st Friday of each month and will occur year-round ***except for August and July due to the potential for extreme heat during these months.*** Market dates for each month are provided on page 3. Normal hours are 6:00p.m.— 9:00p.m.

The James Island Town Market is seeking creatives, makers, growers, food trucks, food vendors, bakers, local artists, hand- growers and farmers to take part in our market season. Preference will be given to local vendors who make and sell their own goods. ***Religious, political, or community activist groups ARE NOT considered artisans or growers and therefore are ineligible for vendor participation***. We will announce our lists of vendors ASAP and keep our calendar flexible to include newcomers and rotating vendors. The market guidelines are detailed within the Vendor Application/Agreement.

Please review the James Island Town Market Vendor Application/Agreement. If you meet and agree to the Market guidelines, we encourage you to complete the Vendor Application/Agreement. Submission of the application materials does not guarantee acceptance for the Market. Upon review, the application status will be emailed to the applicants.

Vendor inquiries are to be emailed to:
The Market Manager: Parker Richardson (prichardson@jamesislandsc.us)

Or call (843)-795-4141 for the front desk and ask to speak to Parker Richardson about the Market. Her personal number is (843)-209-5068.

We look forward to collaborating with you!

***Parker Richardson*- Market Manager**

www.jamesislandsc.us
1122 Dills Bluff Road • James Island, SC 29412 / PO Box 12240 • James Island, SC 29422 • Office: (843) 795-4141 • Fax: (843) 795-4878

General Vendor Onboarding Information

REQUIREMENT: ALL VENDORS ARE REQUIRED TO PROVIDE A COPY OF THEIR CERTIFICATE OF INSURANCE (COI) WITH THE TOWN OF JAMES ISLAND, 1122 DILLS BLUFF ROAD, JAMES ISLAND, SC 29412, LISTED AS AN ADDITIONALLY INSURED/ CERTIFICATE HOLDER ON YOUR POLICY.

NOTE: Securing a spot for the market is on a **first-to-respond basis**. The first 41 craft vendors and first 4-5 food trucks will each have an equal opportunity to RSVP for each market. I send the RSVP email out a *month* prior to each market *(on the Monday following each market)*. A market map will be sent to all attending vendors on the scheduled market week.

PARKING: We generally give each craft vendor two parking spaces- one to park your vehicle and the other to set your tent up. In some cases, we may ask vendors to set up their tent then move their vehicle when we are over-booked on vendor attendance.

ARRIVAL TIME AND MARKET DURATION: We ask that vendors arrive by **4:00pm and no later than 5:30pm**, as vendor traffic through the parking lot can get very hectic and congested. Each market will typically go from 6:00-9:00pm. Although, during the colder seasons, the crowd may dwindle down earlier than 9:00pm. If this happens, vendors may start packing up their belongings and leave early when this occurs. We just ask that vendors do not drive through the parking lot while there is still a crowd of marketgoers as that poses a safety issue.

WEATHER CONDITIONS CLAUSE: Our team is very diligent about staying on top of the projected weather forecast for each market. If there is an undeniable chance of inclement weather, we will cancel the market and move it to next Friday. I will contact all vendors in advance with information and the specific market make-up date and reinquire about your attendance if we must reschedule.

CRAFT VENDORS: The first market is **FREE,** afterwards it is **$30** per market- payable via cash, Venmo or check. For your first market, it is fine to **NOT** have obtained a **Town of James Island Business License** as you are just testing the first market to see if it is profitable for your business.

- If you decide to come back for a ***second market***- you will be **REQUIRED** to obtain a **Town of James Island Business License**. Business licenses can be acquired through our website, link: www.jamesislandsc.us > Online Permits > Business License . You can also reach out to our *Permitting & Licensing Manager,* Melissa Flick, at mflick@jamesislandsc.us if you need help during the process.

FOOD TRUCKS: There is no Vendor Fee for food trucks. Food trucks are typically given **6-8 parking spaces** in our designated gravel lot/ food court area so that you can leave your truck/ vehicle attached to your trailer.

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2027 James Island Town Market Vendor Application/Agreement

Business Name_____

Name_____

Email_____

Work/cell #_____

Mailing Address_____

City_____State_____Zip_____

Emergency Contact_____

Phone #_____Relationship_____

Website URL_____

Facebook_____

Insatagram_____

Other_____

Please indicate your social media preference for marketing purposes.

Description of business and items to be sold and any special requirements:

_____

_____

_____

_____

_____

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2027 FIRST FRIDAY MARKET			
January 8, 2027	_____	~~**July 2027**~~	_____
February 5, 2027	_____	~~**August 2027**~~	_____
March 5, 2027	_____	**September 3, 2027**	_____
April 2, 2027	_____	**October 1, 2027**	_____
May 7, 2027	_____	**November 5, 2027**	_____
June 4, 2027	_____	**December 3, 2027**	_____

Christmas Market Tree Lighting— December 3, 2027

*****I agree to list The Town of James Island (1122 Dills Bluff Road) as certificate holder on my insurance policy and provide a copy to Market Management, Parker Richardson.
Initial - _____

***No alcohol is allowed** - _____

Food Truck Vendors: Please supply the following additional information.
Truck dimensions:_____ Serving side of truck:_____

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Generator type:_____

YES:____NO:____ Are you available on short notice for a Waitlist space?

Your signature on the Vendor Application / Agreement Form indicates your commitment to participate in the Town of James Island First Friday Market.

By signing this form, you agree to comply with **ALL** the guidelines outlined.

Thank you for your interest in joining the Town of James Island First Friday Market.

Business Name_____

Vendor Signature_____Date:_____

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2027 James Island Town Market Vendor Guidelines

1. General Rules

We strive to have a wide range of Vendors in each market with minimal competing products so that our vendors can maximize their sales. The Tuesday before each market date, you will receive an email to confirm your attendance. We typically have a flyer available two weeks prior to the market, and it will be used on our social media, printed for local distribution and available for you to post.

A week prior to each market, we will email the vendor space assignments. Market setup can begin as early as **4:00 p.m. – 5:00 p.m**. **Market hours are 6:00 p.m. – 9:00 p.m.** Vendors should be in place at least 30 minutes prior to the market opening.

Due to limited space, it is essential that all vendors are courteous and do not block the driveway or street while waiting to unload/load. Where space is allowed, most spaces will accommodate one vehicle 20 feet long or less, with a 10 x 10 tent space, allowing for easier set up. Breakdown time must be completed one hour or less following market closing.

For the safety of our customers, vendors may not break down before the end of the market. Booths must remain open for the entire market. No vehicles in the market area until after the market has closed. As vendors, we know it is hard to sit and not have a lot of customers towards the end of the market. Feel free to pack up your non-essential items and tidy up as the market winds down. If there is an emergency, please let us know and we will help you out safely.

The regular market vendor fee is $30 per market day. Vendor fees may be paid via cash, check or Venmo.

Vendors in most cases will be provided with two (2) 10' X 30’ parking lot spaces (one for your vehicle and one to set your tent up in). In some cases, we may ask vendors to set up their tent then move their vehicle when we are over-booked on vendor attendance.

Vendors must provide their own tents, tables, chairs, signage, battery powered lighting and anything needed for their designated space. Vendors are responsible for securing tents and tent legs to the ground in case of inclement weather. Weights of **25lbs+** are recommended per tent leg. **Vendors are responsible for cleaning up the designated space and removing their trash.**

NO ALCOHOL, TOBACCO, ILLEGAL DRUGS OR FIREARMS ARE ALLOWED ON THE PREMISES.

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2. Cancellation Policy

If you have an emergency and must cancel your space, we request notification as soon as possible and/or no later than noon on the Friday before the market. This will allow us to adjust the flyer and potentially reassign your space to a vendor on the wait list.
Cancellations, please email or call Parker Richardson, prichardson@jamesislandsc.us or call directly to (843) 209-5068. Vendors who repeatedly cancel may be removed from the vendor schedule. Vendor no shows without proper cancellation may result in being removed from the market.

3. Weather Policy

We would like the market to continue rain or shine but realize that heavy rain risks damaging vendor's goods – we will take that into consideration when deciding if The Market should be cancelled or close early. In the event of inclement weather, Market Management will decide on cancellation by noon of market day. Cancellation notices will be communicated to the vendor by phone or email and will be posted on our Facebook page.

4. Licensing and Permits Policy

All vendors are required to research and comply with all federal, state and local regulations governing the sale of their items. Food vendors must be certified by SC DHEC and any other required regulatory agencies. Farmers are encouraged to register with the SC Department of Agriculture and / or any other required regulatory agencies.

Upon application approval, all vendors are required to have a business license issued by The Town of James Island. The Town will allow you to attend one market at no charge before committing to the market and Business License purchase.

Business licenses are valid from May 1st to April 30th. Business license information is available online at: www.jamesislandsc.us or call Melissa Flick at (843)795-4141.

5. Insurance:

All vendors must have a general liability insurance policy totaling at least $1,000,000.00, it must cover claims arising from injuries and from property damage. The insurance policy must list The Town of James Island (1122 Dills Bluff Road) as a certificate holder on their insurance policy and provide Market Management (Parker Richardson) with a copy.

Vendors agree to hold harmless The James Island Town Market and the market managers and accept responsibility for their person(s), as well as, goods and products sold, and any damage or loss caused by the vendor during the market.

If you have any questions about insurance, please contact Market Management.

6. **Vendors selling Cottage Law:**

Approved products prepared in a non-regulated, non-inspected kitchen must ensure they are eligible for this option. **DO NOT** assume that your product is covered by this exemption. Contact DHEC if you have any questions.

Vendors selling items produced in a regulated kitchen must display their license at every market. All food items (except produce and eligible baked goods) must be prepared in a licensed kitchen. This includes, but is not limited to salsa, sandwiches, enchiladas, etc. If you are selling canned goods, you must have your approved Hazard Analysis and Critical Control Points (HACCP).

It is the vendor's responsibility to keep all necessary licenses, documentation, proofs and permits updated and on hand at the market each week. Further, it is the vendor's responsibility to operate their business in a safe and conscientious manner and properly maintain their area.

7. **Farmers:**

To sell in the market, a farmer's primary source should be crops they are growing. You can sell limited additional produce from other local farmers you are affiliated with, but everything must be clearly labeled as such, including the farm name and location.

8. **Crafters/prepared food vendors:**

This is a small business and craft market. No resale of commercially made items, or items made by other people. Please check with us before bringing new items that are outside your application description. (Ex: if you make bread and want to start bringing candles.) All "new" items require approval-this is to keep the vendor type varied and attractive to customers. Food trucks/mobile food vendors: Must have documentation of compliance with DHEC/SCDA regulations and are responsible for all insurance, equipment and materials required to operate correctly and legally.

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9. **Vendor expectations:**

Vendors should dress and act appropriately for doing business in a family-friendly environment. Aggressive sales (particularly hollering at people or hawking) are prohibited. Please be nice. We can not make you like your neighbors, but we can expect you to be able to fake it convincingly. Absolutely no rude or aggressive behavior will be tolerated by anyone, vendors or otherwise. Any physical threats from a vendor will result in immediate expulsion from the market and no fees will be refunded. If you have an issue with anyone, contact Market Management.

All vendors using an oven, burner, heating device, etc. must have a fire extinguisher in their designated space, per the Fire Marshall.

Only legal scales with state permit stickers are allowed to calculate sales by weight. Vendors without legal scales must sell by piece or per quantity. If you wish to sell produce by weight, but do not have a legal scale, consider weighing and packaging items at home, but sell "by the bag" or "by the package".

10. **Unscheduled Absences:**

We know life happens, all we ask is that you please be courteous and let us know as soon as you know. If possible, let us know by Thursday morning so we can take you off the posted vendor list (customers really do check the list weekly). Absence without adequate notice will result in being removed from the vendor list.

11. **The Rent:**

Vendors are generally provided with one (1)- two (2) empty parking lot spaces, and that is all (*see general information on page two for more details*). You are responsible for bringing what you need to do business including, but not limited to tables, chairs, tents, stakes/weights, gloves, inspected scales, signage, change, battery operated lighting, etc. No electricity is available. Your space is 10 x 10 ft plus room for 1 vehicle. You will need to keep your display area within these boundaries. This includes front signage. No more than 1/2 of your A frame sign should protrude into the walkway. Do not block your neighbors. ***Special requirements/ requests will be handled on a case-by-case basis, talk to us.*** Vendors will maintain a clean and orderly area. Please clean up your space when you leave. Pack out your trash (empty boxes, etc.)

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12. **Signs:**

All vendors must have signage that includes, at minimum, your business name and prices (items can be priced individually). List your products and prices clearly.

13. **Non-Solicitation and No Political Picketing Clause:**

To preserve the safety, comfort, and enjoyment of all patrons, vendors, and participants, **solicitation of any kind**, including but not limited to the distribution of pamphlets, petitions, or promotional materials, **is strictly prohibited** on the premises of the Town of James Island.

Furthermore, **political picketing, handing out flyers, demonstrations, or campaigning**—including signage, displays, or verbal advocacy of political candidates, parties, ballot measures, or legislative positions—**are not permitted** within the boundaries of the Market event space, including adjacent walkways and parking areas under Market jurisdiction or Town property.

Violation of this policy may result in immediate removal from the premises and/or exclusion from future Market activities.

14. Nonprofit Organization Participation:

Due to limited market space, participation by nonprofit organizations is generally limited to one (1) to two (2) organizations per market. The First Friday Market is primarily intended to support local small businesses, artisans, makers, and craft vendors; therefore, the majority of available spaces are reserved for those participants. Nonprofit participation is subject to space availability and approval by Market Management for each market date.

PLEASE SUBMIT THE FOLLOWING:

Completed and signed vendor application/agreement form along with a copy of any **applicable licenses**, certifications, and **proof of insurance with the Town of James Island listed as a certificate holder.**

Email: prichardson@jamesislandsc.us or mhemmer@jamesislandsc.us

You will receive an email notifying you of your application status as soon as the review is completed. Thank you for participating in the 2027 James Island Town Market.

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