

HHI Community Market Rules and Information

Hello! If you are considering applying, thank you! Please carefully read this document and if you feel this is the right market for you, please apply [HERE](#) for *food/non-food*. Allow one to two weeks for your application to be reviewed and processed. Apply [HERE](#) to be a part of our *Featured Nonprofit program*. Featured Nonprofit applications will be reviewed each December and notifications will go out in January.

HHI Community Market is a producer-only market. If you grow or make something or are a nonprofit applying to be a featured nonprofit, you are eligible to apply. Acceptance is based on quality of product, degree of professionalism and needs in different market categories. If you are accepted, the quality and length of your tenure will depend on how well you adapt to the below rules and market culture in general.

- **Note:** Some vendors may be grandfathered in if actively exhibiting prior to May 2023.

Non-Food Standards

- Original artwork, illustrations and prints
- Pieces must display a high level of originality and craftsmanship and go beyond simple assembly of readily available or pre-manufactured components.
- Products must be original and not assembled from kits
- Refurbished or up-cycled items must be significantly altered from their original form
- Any resale items must be less than 15% of your booth set-up (t-shirts, mugs, etc.)
- If a participant is under the age of 18, an adult or guardian must be present and they must have the appropriate business licenses
- 2-3 photos of each type of product are required to be emailed to hhicommunitymarket@gmail.com. Applications are incomplete without the required photos.

If you've already been accepted, Welcome! We are glad to host you and we want your experience to be as easy and profitable as possible. Your income is our priority. This market supports a roster of over 70 vendors who come and go throughout the year.

HHI Community Market is a self-supporting market and operates without any public funds. It is run by vendor volunteers who fill various roles.

City Business License – All vendors are required to obtain a Town of Hilton Head Business License before attending the market. Visit their [website](#) to start the application process.

SC Retail License – In order to obtain a Town of Hilton Head Business License, you must have an SC Retail License.

Market Cost - \$20 a week if you pay for the entire month. This is payable on the first Saturday and is non-refundable if you aren't able to attend. Otherwise, you'll pay \$25 each week payable between 9:15-9:45 each week. Cash or Checks Only payable to Island Recreation.

Here's the drill for your days at the market

Please read this all the way through!

Map & Message: Each Monday all vendors receive an email with a list of those who have signed up for that particular Saturday. Each Friday, all vendors receive a final list of participating vendors along with a site map and vendor list along with any additional information for the day.

Protocol:

- **Location:** Shelter Cove Community Park, 39 Shelter Cove Lane
- **When:** Each Saturday from 9:30-12:30. February-December
- **Setup:** Setup is between 7:30 and 9:30. One of the volunteer market managers will be around to help you identify your spots.
- **Logistics:** You can drive to your spot and unload and then drive off and find parking. We will enter at the fountain in front of Poseidon or from the end by the restrooms.
 - If you need to have your trailer close because of your inventory, let us know and we can place you accordingly.
 - Trailers have to be 10 feet from tents and need to remove vehicles from trailers.
 - Vehicles/Trailers displayed in event area shall have their **HHI mobile food permit**.
 - **ABSOLUTELY NO** vehicles can drive on the grass to their spaces between 9:15 and 12:30. If you arrive later or leave earlier, you must carry/dolly your stuff.
 - **Staking** is encouraged so please plan to stake or weight your tents. The park is next to the water and it gets windy!
 - **Waste Removal** The Town of HHI permits us to use Shelter Cove Community Park so please police the area around you and leave it trash free. There are plenty of trash cans around the perimeter of the park.

Hazardous Weather Contingency: HHI Community Market runs every Saturday, February-December, rain or shine; however, the safety of each vendor is paramount and everyone's weather tolerance varies. You can cancel at any time based on your comfort level by emailing hhicommunitymarket@gmail.com or texting the vendor manager whose number is always on the Monday/Friday emails. We will make the call to cancel between 5:30-6:00 a.m. the morning of the market and notify via email if we are canceling the event. If the market management cancels the event, we offer the option of a refund for that day or the ability to carry that market fee over to the next month.

Rules: These are them! By signing up for the market, you accept the rules as they are and as they change. This is a 'live' document and is updated regularly. You implicitly hold HHI Community Market, its staff, Island Recreation and the Town of Hilton Head harmless from any legal actions against these entities. **Vendors participate at the sole discretion of HHI Community Market.**

Active/Inactive Vendors: We maintain a list of active and inactive vendors. Active vendors are comprised of those who are participating during the current quarter. Inactive vendors are those who have been accepted to the market and either haven't yet participated or who are taking a break.

Special events: Every so often we host special events at the market during regular market hours. You will be given the option to participate within the sign up form.

Sign-up Form: A link to a sign-up form will be provided to all active and inactive vendors 3-4 times a year to sign up for the next quarter.

Power: There are limited amounts of electrical outlets. Preference is given to food and beverage vendors.

Smoking/Intoxication: Don't.

Your Volunteer Staff: Colleen Laux, *Finance & Press Volunteer*; Kathy Oda, *Vendor & Communications Volunteer*; Andrea Smith, *Design & Marketing Volunteer*; Susannah Winters, *Social Media & Community Outreach Volunteer*

Vendor Relations: If there is a disagreement, and you are unable to resolve it between one another, please bring it to a staff member before things get heated. Losing your temper once in public will result in a warning. Losing your temper twice will result in not being invited back.

Public Relations - Maintain a 'front-of-the-house' demeanor at all times during the market. Actively engage with those who visit your booth and on social media, using tags and hash-tags as frequently as possible : @hhicomunitymarket #sheltercovetownecentre #hiltonheadsc #whattodoinhiltonhead #CommunityCounts -- be sure to tag fellow vendors, too! Discrimination according to race, color, creed, sex, religion, sexual orientation, age, disability/chronic illness, or nationality is not tolerated, nor is disrespect or harassment toward market staff.

Social Interaction –HHI Community Market maintains a round-the-clock professional PR program and reaches thousands of people every week via newsletter, Facebook, and Instagram and online advertising and are a part of multiple publication calendars.

Nonprofits: The Hilton Head Community Market donates 50%+ of all vendor fees collected each month to our featured nonprofits. Fill out the application to submit your local nonprofit organization for consideration for the coming year. Applications are due by December 1 and notifications will be emailed no later than January 15 for participation to start in February. Preference is given to those organizations who are local to Beaufort/Jasper counties and not nationally affiliated.

What makes this market special is that we have a Give Back program in place where half of the vendor fees are donated to a different local not for profit organization each month. We can guarantee a minimum of \$700 donation. We will also have signage so that visitors understand that you are our nonprofit of the month.

Once accepted,

- **We will** offer the selected nonprofit a free booth space each **Saturday from 9:30-12:30 at our location at Shelter Cove Community Park** where they can set up a tent, table, share their marketing materials and talk to the market visitors and educate them about their mission!
- **We expect that** the selected nonprofit attend at least 3 of the markets and would prefer that they be a part of all of them for the month. We are looking for active participation.

- **We need** the selected nonprofit supply a W-9 so that we can cut a check at the end of the month
- **We ask that** the selected nonprofit supply a logo, photo and bio for us to use on social media.