



The Charleston Mac Off Vendor Information

- The event will take place on Saturday, December 1st, 11am to 4pm, at Johnson Hagood Memorial Stadium at The Citadel.
- There is a vendor fee of \$250/booth which must be paid prior to the event, cash, check or PayPal are accepted forms of payment.
- Guest Admission is \$15 + ticketing fees in advance and \$25 at the door. Beer, spirits and soft drinks will be sold at cash bars, and mac & cheese tastings will be sold for \$2 per sample, one 3oz portion of mac & cheese. Beer and spirits will have prices posted.
- Vendors are instructed to bring all needed materials for their 10x10 booth space including but not limited to: tables, displays of any sort, linens etc. Power is very limited at the venue so we recommend that you try to do without. A tent will be provided for all vendors in the Artisan Village, no staking is allowed so please secure your table in another way.
- Each vendor will receive 1 vendor parking pass, which allows them access to the Vendor parking, including parking for trailers while space is available.
- Items purchased from vendors should be sold via Cash and Credit Card, so vendors are encouraged to bring appropriate change, there will be nowhere on-site to get change.

Event Set-Up and Forfeit Policy

1. Vendor setup begins at 8am on Saturday, December 1st. All vendors must be completely set up by **10am** and ready for booth inspection. Load out both days will begin at 4:30PM, right after the crowd clears out. If you are bringing a trailer, we have a designated trailer parking area .
2. By participating in this event you release and forever discharge A Snappy Event and all sponsoring organizations and their elected officials, directors, employees, agents and volunteers from any responsibility, personal liability, or claims of loss or damage. A

Snappy Event is not responsible for any injury sustained by vendors, their personnel or guests.

3. Please note that roaming security will be present at the event as well as 1 hour after the event ceases. A Snappy Event will not be held liable/responsible for lost, stolen or damaged goods/products.
4. All vendors will need to adhere to their load-in times and follow all load-in directions. If any vendor damages property, that vendor will incur all repair costs, will be asked to leave immediately and will not be invited to participate in any future A Snappy Event events.
5. No vendor shall harass or disturb any person in the festival area. Vendors should remain in their respective areas. Harassment will not be tolerated at any A Snappy Event produced event and could result in being banned from all future events.
6. Any vendor who does not comply with all of the rules listed will be asked to leave immediately and will forfeit their paid fee, as well as any opportunity to participate in future events.

Name _____

Business Name _____

Description of what you're selling

Phone _____

Email _____

FB Link

Please note that if you need a table or tent we can have this provided, please just email marketing@asnappyevent.com and we will get back to you.

To complete your entry as a vendor, please

Send a Check (payable to A Snappy Event) or
Credit Card (complete credit card authorization form attached)

Please return the completed form with payment to:

A Snappy Event, Attn: CHS Mac Off
2618 Colonel Harrison Drive
Johns Island, SC 29455

or email to marketing@asnappyevent.com

There are a limited number of spots for vendors, so vendors will be accepted on a first come basis.

ONE TIME CREDIT CARD PAYMENT AUTHORIZATION FORM

Sign and complete this form to authorize A Snappy Event to make a one time debit to your credit card listed below.

By signing this form you give us permission to debit your account for the amount indicated on or after the indicated date. This is permission for a single transaction only, and does not provide authorization for any additional unrelated debits or credits to your account.

Please complete the information below:

I _____ authorize A Snappy Event to charge my credit card
(full name)
account indicated below for the amount of _____ on or after _____
(amount) (date)

This payment is for _____
(description of goods/services)

Billing Address

Phone # _____

City, State, Zip _____

Email _____

Cardholder Name

Account Number

Expiration _____ CVV _____

Circle: Visa MasterCard Amex

SIGNATURE _____

DATE _____

I authorize the above named business to charge the credit card indicated in this authorization form according to the terms outlined above. This payment authorization is for the goods/services described above, for the amount indicated above only, and is valid for one time use only. I certify that I am an authorized user of this credit card and that I will not dispute the payment with my credit card company; so long as the transaction corresponds to the terms indicated in this form.