



Cobblestone Park Holiday Market & Craft Show Procedures

9th Annual Holiday Market & Craft Show
Saturday, November 26, 2022 10:00am-4:00pm
Cobblestone Park Clubhouse

1. Exhibitors can bring their own tables or rent them from Cobblestone Park. If you would like to rent a table from us, your cost will be \$12 per table in addition to the booth area rental of \$20.
2. Please cover your tables with draping to the floor to hide the legs and under table storage.
3. Exhibitors are to provide their own cash change for customers. Cobblestone Park will not be assisting with any type of cash exchange nor providing change.
4. Wi-Fi will be available if you need it for debit/credit transactions using a Square Credit Card reader or similar software.
5. Your booth area will be about 8' x 8'. Please contain yourself within this space. You may reserve more than one booth if you need more space.
6. If your set up will need a power source, please let us know so that we can place you near an outlet when putting together the room layout. These spots will be first-come, first-serve.
7. You are responsible for paying a \$20 fee for your booth space (per booth). This is to assist with advertising costs for the Craft Show to generate as much foot traffic as possible to ensure you have plenty of shoppers! This fee may be paid by check, cash, or credit card. If paying by check please make it out to Cobblestone Park. If you would like to pay with a credit/debit card, call Sandra at 803-714-2609. Deadline for payment is Wednesday, November 16th or else you will forfeit your booth space. Please mail checks to:

Cobblestone Park Golf Club

1298 University Parkway

Blythewood, SC 20016

8. If you register for a booth and pay your fee but fail to show up to the event, refunds will not be issued.
9. Please feel free to advertise yourself as well as our Holiday Market through social media including, but not limited to, Facebook, Twitter, Instagram, etc.
10. You may arrive the morning of the event beginning at 8:00am to set up your area. Doors will open to customers at 10:00am.
11. Upon arrival to Cobblestone Park you will enter through our front gate on Blythewood Road. The guard will have your name on a special list. Give them your name and let them know you are here for the Holiday Market. Go straight on University Parkway and make no turns until you reach the clubhouse. You will have to unload your car from the parking lot and take your belongings in the front door of the clubhouse.
12. Exhibitors are responsible for the collection and payments of all sales tax. Special Events Sales - Retailers making sales at festivals or special events - which include promotional shows, trade shows, fairs or carnivals for which an admission fee is required and last less than 12 consecutive days - are not required to obtain a retail license. Instead, retailers are required to file a special event tax return (Form ST-388 and instructions) and a local tax form (ST-389) within five days for sales made at the event. You may visit the Sales & Use Tax page on the web site for the SC Department of Taxation to download available forms or verify the tax rates for the area. The current tax rate, County and State combined, is 8% for County, City, State. If you have any questions about the tax forms or South Carolina taxes, you may contact them directly at 803-898-5000 in Columbia, SC. Cobblestone is not responsible for any licenses or taxes.
13. Cobblestone Park is not asking for any percentage of your sales. Your profit is 100% yours to keep.
14. We ask that all exhibitors stay for the entire show and not pack up to leave before 4 p.m. as it disrupts other exhibitors and the shoppers.
15. We are not requiring you to create your own closed off gallery nor will Cobblestone Park be providing pipe and drape for your area.
16. This is a Holiday Craft Show; please decorate your area accordingly. It does not have to be red & green. If you prefer not to decorate for the holidays, please decorate with a winter theme.

If you are still uncertain of what you should do or have any other questions, please contact Sandra Holloman at sholloman@cobblestonesc.com or 803-714-2609.