



HAYWOOD MALL

THIS IS AN INDOOR VENUE. EVENTS ARE RAIN OR SHINE.
VENUE ADDRESS: 700 HAYWOOD RD, GREENVILLE, SC 29607

RENTAL: ONE 6' TABLE, LINEN AND CHAIR. ANY ADDITIONAL RACKS, ETC. MUST BE APPROVED AT THE TIME OF APPLICATION. EMAIL EVENTS@QCSOCIALITE.COM WITH A PHOTO AND DIMENSIONS.

SETUP LOCATION: VENDORS WILL BE ASSIGNED A LOCATION THROUGHOUT THE MALL TRAFFIC PATTERNS. VENDORS WILL BE ASSIGNED A LOCATION AND DIRECTED TO CHECK-IN ON EITHER THE FIRST OR SECOND FLOOR. UPON CHECK-IN, QC SOCIALITE STAFF WILL DIRECT EACH VENDOR TO THEIR ASSIGNED LOCATION.

ARRIVAL TIME: AN ARRIVAL WINDOW WILL BE EMAILED TO EACH VENDOR NO LESS THAN 48 HOURS PRIOR TO EACH EVENT. THE ARRIVAL WINDOW IS TYPICALLY 1 1/2 HOURS PRIOR TO THE EVENT. YOU MUST ARRIVE WITHIN YOUR ASSIGNED WINDOW. LATE ARRIVALS MAY BE DENIED SETUP. NO REFUNDS WILL BE ISSUED FOR LATE ARRIVALS OR NO-SHOWS.

CHECK-IN: VENDORS MUST CHECK-IN AT THE LOCATION DESIGNATED IN THE VENDOR INSTRUCTIONS EMAIL. EXACT LOCATION WILL DEPEND ON THE VENDOR'S ASSIGNED SETUP LOCATION. THERE IS NO CHECK-IN ON SUNDAY. YOU MUST SETUP IN THE SAME LOCATION. YOU MAY NOT MOVE LOCATIONS. VENDORS NEED THEIR OWN CART/WAGON TO BRING IN THEIR ITEMS.

BREAKDOWN: OUR EVENTS RUN THE DURATION OF MALL HOURS. EARLY BREAKDOWN IS NOT PERMITTED. EXACT BREAKDOWN TIMES WILL BE INCLUDED IN THE VENDOR INSTRUCTIONS EMAIL. SHOULD YOU STORE ANYTHING UNDER OR ON YOUR TABLE OVERNIGHT, YOU WILL DO SO ENTIRELY AT YOUR OWN RISK.

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SIGNAGE: VENDORS MUST USE TABLETOP OR TABLECLOTH SIGNAGE. POP UP BANNERS ARE NOT PERMITTED. SIGNAGE MUST BE PROFESSIONALLY PRINTED. HANDWRITTEN SIGNAGE IS NOT PERMITTED.

ELECTRICITY: VENDORS REQUESTING ELECTRICITY MUST DO SO VIA THE VENDOR APPLICATION. A \$20 FEE WILL BE ADDED TO YOUR INVOICE. LIMITED SPACES WITH ELECTRICITY ARE AVAILABLE AND WILL BE SOLD ON A FIRST-COME, FIRST-SERVED BASIS. YOU SHOULD BRING AN EXTENSION CORD TO ACCESS ELECTRICITY. SHOULD WE BE UNABLE TO ACCOMMODATE YOUR REQUEST, FOR ANY REASON, WE WILL ISSUE A CREDIT FOR THE ELECTRICITY FEE.

INSURANCE: QC SOCIALITE PROVIDES ALL INSURANCE AS REQUIRED BY THE VENUE.

BALLOONS: BALLOONS ARE PROHIBITED.

QC SOCIALITE AND HAYWOOD MALL WILL NOT BE HELD RESPONSIBLE FOR MISSING, LOST OR DAMAGED INVENTORY, SUPPLIES OR MATERIALS. YOU ARE SOLELY RESPONSIBLE FOR KEEPING UP WITH YOUR PROPERTY.

ALL VENDORS ARE TO BE RESPECTFUL OF ONE ANOTHER, THE VENUE AND THE EVENT COORDINATION TEAM. QC SOCIALITE AND THE VENUE RESERVE THE RIGHT TO REMOVE ANY VENDORS THAT DO NOT FOLLOW THESE GUIDELINES.

QC SOCIALITE AND HAYWOOD MALL RESERVE THE RIGHT TO REMOVE AND BAN ANY VENDORS THAT FAIL TO COMPLY WITH RULES AND REGULATIONS. NO REFUNDS WILL BE ISSUED.

BY COMPLETING THE VENDOR AGREEMENT AND SUBMITTING PAYMENT, YOU AGREE TO ABIDE BY ALL REGULATIONS SET FORTH ABOVE.