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# HAYWOOD MALL

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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](mailto:EVENTS@QCSOCIALITE.COM) WITH A PHOTO AND DIMENSIONS.

FOR THIS EVENT ONLY, WE ARE OFFERING A PAYMENT PLAN. PAY THE \$40 DEPOSIT WITH YOUR APPLICATION, THEN PAY 50% DOWN WITHIN 48 HOURS OF INVOICING AND PAY THE REMAINING 50% BY 6/21/21 AT 5 PM. THE DEPOSIT AND 50% DOWNPAYMENT ARE NON-REFUNDABLE. FAILURE TO PAY THE FINAL PAYMENT WILL RESULT IN FORFEITURE OF ALL MONIES PAID.

SETUP LOCATION: VENDORS WILL BE ASSIGNED A LOCATION THROUGHOUT THE MALL TRAFFIC PATTERNS.

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.



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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.

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: DUE TO THE INCREASED TRAFFIC AT THE MALL AND PLACEMENT OF VENDOR TABLES, WE CANNOT OFFER ELECTRICITY FOR THIS EVENT. PLEASE COME PREPARED WITH A BACKUP BATTERY.

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.