



*Still Hopes Episcopal Retirement Community
PO Box 2959
West Columbia, SC 29171-2959*



***STILL HOPES ANNUAL HOLIDAY MARKET
TUESDAY, NOVEMBER 11, 2025 • 10:00 A.M. - 4:30 P.M.
Presented by Life Engagement***

Community Vendor Application

Complete this application, contract, W-9 and return to Kimberley Koon no later than **Monday, October 13, 2025**, with the vendor fee, payable to Still Hopes Episcopal Retirement Community. Vendor spaces will be assigned as applications are received, and space is available.

Name of Vendor: _____
Primary Contact: _____
Address: _____
City: _____ State: _____ Zip: _____
Primary Phone Number: _____
Primary Email: _____
Type of Product(s) for Sale: _____

Please be advised if selling food, it will need to be prepackaged for individual sale.

Vendor Fee, Provisions and Payment

Still Hopes will provide a 10x10 space in the Keenan Event Center or Atrium/Main Street area, two chairs and free parking for all community vendors. The Community Vendor fee is **\$50.00**, and payable upon signing this contract. If you wish to pay the vendor fee via Credit Card, please call Kimberley Koon at 803-739-5018.

Event Guidelines:

1. Vendors are responsible for the collection of sales tax on items sold.
2. Set up time is from 7:00 a.m. until 9:30 a.m. the morning of the Holiday Market. Booths must be ready by 9:45 a.m. Doors open at 10:00 a.m. Please leave your booth set up until 4:30 pm.
3. Electricity will be provided on a first come, first served basis.
Yes, I will need electricity: _____
No, I will not need electricity: _____

4. Still Hopes may provide one (1) table on first come, first served basis. You are encouraged to bring your own tables and tablecloths for your booth.
Yes, I will need a table: _____
No, I will not need a table: _____
5. We reserve the right to place food and craft vendors in the most appropriate spaces available.
6. All vendors are required to submit a W-9 to Still Hopes, even if you have one on file with us, please provide us with a new one. Vendors may accept cash, check, credit card and Still Hopes Point of Sale (POS). Accepting POS allows residents to charge to their resident accounts and staff to payroll deduct. Forms will be provided for POS. You are not obligated to offer this service to our residents and staff, though it is encouraged. The accounting office will process a check to the vendor within 30 days after the holiday market for these purchases. Checks will be made payable to the business as recorded on the W-9.
Yes, I will accept Still Hopes POS as form of Payment: _____
No, I will not accept Still Hopes POS as form of Payment: _____
7. We reserve the right to select vendors who best meet the needs of our residents and staff.
8. Upon approval of your application, a confirmation letter will be mailed or e-mailed to you with further instructions.
9. Vendors may unload, coming from the Knox Abbot Drive access to our campus, through a front entrance via a walkway to the right of the Guignard mansion leading to a door near the Keenan Event Center.

If you have any questions, please contact Kimberley Koon, Life Engagement Coordinator at 803-739-5018 or kikoon@stillhopes.org

General Release:

The undersigned does hereby release, acquit, and forever discharge Still Hopes, its agents, its representatives, its employees, or contracted staff, of and from all manner of actions, suits, damages, claims, and demands whatsoever in law or equity from any loss or damage of any nature of description, known or unknown, in any way relating to the undersigned participation in the Still Hopes Holiday Market.

Signature _____ **Date** _____

Please Print Name Clearly _____

Please mail application and check made payable to:
Still Hopes Episcopal Retirement Community
Attn: Kimberley Koon

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