



2025 Christmas Market at BridgeWay Vendor Rules & Regulations

GENERAL INFO

Dates

- Friday, December 12th 2:00pm - 8:00pm
- Saturday, December 13th 12:00pm - 8:00pm
- Sunday, December 14th 10:00am - 4:00pm

Location

- BridgeWay Station - Mauldin, SC
- Market vendors will set up along Via Corso Avenue and BridgeWay Boulevard under 10x10 tents.

APPLICATION

Application Requirements and Process:

- All applicants must read the Christmas Market at BridgeWay Rules and Regulations
- All vendors must complete the online application available on the official BridgeWay website.
- All applications will be reviewed by the BridgeWay team.
- Applicants will be accepted for the full weekend or for selected days.
- BridgeWay may request photos or a site-visit in order to review product.
- All applications submitted by their coordinating deadlines will be notified regarding their acceptance by the end of September 2025.
- All accepted applicants will be encouraged to attend a scheduled event walkthrough meeting prior to the market.

REQUIRED PERMITS & LICENSING

General

- Vendors must be licensed to conduct business in the state of South Carolina.
- BridgeWay pays all City of Mauldin business license on behalf of vendors using collected vendor fees.
- All Vendor must provide a certificate of insurance (“COI”) to the Market at least fifteen (15) days prior to the Event. Vendor shall provide to Market a COI naming BridgeWay 1, LLC, BWS4, LLC, and Hughes Investments, Inc. as additional named insureds.
- Vendors are responsible for their own taxes (including sales tax), necessary permits, inspections (food, agricultural & nursery plants), and license liabilities.
- All vendors planning to sell any food product please see: South Carolina Department of Agriculture’s Requirements for Selling Manufactured or Processed Foods at Vendor Markets.
- If you are making food items, you must show a valid DHEC kitchen license in your name for the kitchen you are preparing your items in, a valid Registration Verification Certificate, OR must be in compliance with South Carolina’s Home-based Food Production Law.

Agricultural Seller Requirements

- Corn Meal and Grits – corn checked by SCDA, Grist Mill Inspection SCDA, Inspection Report/Registration Number SCDA, approved SCDA labeling
- Dairy (including cheese) – SCDHEC Dairy regulations
- Eggs – SCDA wholesale license, approved USDA labeling / washing / inspection / grading
- Honey – Honey House inspection SCDA, approved SCDA labeling
- Meat (poultry, beef, pork, and lamb) – SC Meat & Poultry registration, inspection, become Registered Meat Handler, inspection mark of SCMPID or USDA on meat, liability insurance o If meat crosses state lines it must have a USDA (federal) Mark of Inspection.
- Meat (rabbit, quail, alligator) – SCDA certification □ **Certified SC Grown – SCDA registration

REQUIRED PERMITS & LICENSING

Non-Agricultural Seller Requirements

- Ocean Fish (whole and unprocessed) – contact DNR, Wholesaler License
- Ocean Fish (processed, dressed) – course/plan HACCP FDA, facility inspection/registration SCDA, wholesaler or commercial fisherman license, liability insurance
- Boiled Peanuts (off-sight) -- SCDA or SCDHEC inspected and registered facility, approved SCDA labeling
- Baked Goods, Candy, Nuts -- SCDHEC or SCDA registration, approved SCDA labeling
 - Owners of DHEC approved bakery / restaurant: SCDHEC catering or retail food license, retail Grade “A” permit
- Canned, Jarred, Bottled Foods – required analysis at Clemson or NC State, SCDHEC or SCDA approved and registered manufacturing facility

LOCAL LICENSING AGENTS

SC Department of Agriculture (SCDA)

<https://agriculture.sc.gov/>

- Baked Goods, Candy, Covered Nuts: (803) 737-9690
- Canned, Jarred, Bottled Foods: (803) 737-9670
- Honey: (803) 737-9690
- Corn Meal & Grits: (803) 737-9700
- Eggs: (803) 737-9690
- Grist Mill Inspection: (803) 737-9690
- Meat (poultry, beef, pork, lamb): (803) 737-9690
- Certified SC Grown Program: (803) 734-2200

Department of Natural Resources (DNR)

<http://www.dnr.sc.gov/>

- Fish Whole & Unprocessed: (803) 734-3886

SC Department of Health and Environmental Control

<http://www.scdhec.gov/>

- Bakery/ Restaurant: (803) 896-0640
- Dairy: (803) 896-0644

SC Meat and Poultry Inspection Division (SMPID)

(803) 788-8747

<http://www.clemson.edu/public/lph/scmpid/>

Fish WholeSaler License:

(843) 953-9036

VENDOR SELECTION

Vendors will be chosen from the applications according to these guidelines:

- A Complete 2025 Application: Applications must be completed with all required information and submitted prior to the deadline.
- Type of Product: We strive to have a diverse and well-balanced mix of vendors, with minimal duplication across product types. Products should be original, well-crafted, and a good fit for a family-friendly event. While we understand some overlap is unavoidable, we aim to limit similar offerings within each category (e.g., jewelry, candles, baked goods) to ensure variety and support sales for all vendors.

**BridgeWay is unable to accept any vendors that are direct competitors of existing BridgeWay Station local business tenants.*

- Quantity/Quality of Product: All items wish to be sold by the applicant will be reviewed and must be of high quality, safe, of suitable quantity, and a valuable addition to the Christmas Market at BridgeWay.
- Where Product is Grown/Produced: Priority is given to LOCALLY grown, produced, processed and crafted products (within 100 miles of Mauldin, SC). Exceptions may be made to this rule based upon quality of product, vendors' prior history with BridgeWay Markets and lack of product availability within 100 miles of Greenville, SC.
- Specialty Items: Specialty items will be selected and approved based on availability and demand.
- Market Weekend Availability: Priority may be given to vendors that commit to the entire weekend.
- Market History: Previous BridgeWay vendor, attendance record, and history of compliance with market rules.

VENDOR FEES

2025 CHRISTMAS MARKET AT BRIDGEWAY FEES	
FEE	PRICE PER 10' X 10' SPACE
FRIDAY VENDOR	\$50
SATURDAY VENDOR	\$75
SUNDAY VENDOR	\$50
FULL WEEKEND	\$150
ELECTRICITY	\$10/DAY

- **Spaces:** Each space includes an assigned 10' x 10' space on Via Corso Ave. or BridgeWay Blvd. Must provide own 10' x 10' tent. Full weekend discount available when pre-paid in full (Friday - Sunday)
- **Additional Spaces:** Additional assigned spaces are subject to the same general space fees. These spaces are limited and are not guaranteed. They must be requested via email.
- **Sponsor Space:** Pre-arranged sponsor spaces will receive an assigned space to set up a tent and/or table display for promotional and marketing activities only.
- **Electricity Fee:** All vendors who require electricity will be charged \$10 per day. Priority for electricity will be for vendors requiring electricity to keep product fresh and/or frozen through the use of refrigerators, coolers, etc.
- **Payment:** All fees for the Christmas Market are due by **EOB Friday, December 5th.** Refunds will only be issued under extraordinary circumstances. Payment can be made online or via check. All payment details will be shared upon acceptance.
- **Late Fee:** A \$25 late fee will be assessed to vendor fees paid after the due date.

MARKET RULES

Hours of Operation

- Friday, December 12th 2:00pm - 8:00pm
- Saturday, December 13th 12:00pm - 8:00pm
- Sunday, December 14th 10:00am - 4:00pm

Attendance

- If you have committed to be at the market, we expect you to be there unless extenuating circumstances exist. The Market Coordinator must be notified of any cancellations no later than Monday of market week.
- Failure to be present on a committed date and/or give notice of absence may result in the forfeiture of your privilege to participate in future markets.

Booth Set-Up

- Vendors may begin set up in their designated spot up to two hours in advance of the market start time.
- Via Corso Avenue will become a One-Way street during set-up for Vendor cars only. All vendors may drive down the street, park by their assigned spot and unload. Please reference map below for street direction.
 - ALL vehicles MUST be off the street 15 minutes prior to the market start. – NO exceptions.
 - During set-up, vendor cars may be temporarily parked in the drivable area or their assigned space for **no more than 15 minutes** at a time.
 - Vendor cars may NOT park or unload in other vendor's assigned spaces.
- There are 3 additional loading zone access points for vendors to unload if you are unable to unload on the street itself.
 - If you arrive after the street closes for set-up, you are expected to carry your items onsite from these other loading zones.
- Excessive tardiness may result in forfeiture of your privilege to participate future markets.

MARKET RULES

Booth

- Each vendor is entitled to 10 feet of frontage space on the street and 7 feet of frontage space under the covered space. Vendors must keep their merchandise and tables neatly within the designated stall space unless authorized by the Market Coordinator.
- Vendors are responsible for keeping their own spaces clean and attractive during and after the market.
- All vendors are required to provide their own set ups. Vendors not under the covered space, MUST bring their own 10'x10' tent.
- If you have an item that is easily damaged by rain or blown away by wind, please make the appropriate arrangements before attending on weeks when rain/wind is forecasted.
 - Vendors may add additional weather-resistant or waterproof materials to a market tent as needed. Please come prepared with your own site supplies including tables, chairs
- Please ensure your tent is secured and/or weighted down properly.

Booth Take Down

- No vehicles will be allowed onsite until ten minutes after official market closing time. Please wait for market staff to notify you of when it is safe to enter.
- Allowed take-down time is one hour. Please indicate via email if you will require more than one hour of take-down time.
- Vendors must clean up the area around their booths and sales area before leaving. Waste and trimmings may be placed in trash receptacles.
 - Trash bins are located at the back of the main public parking lot.
 - Containers such as large boxes and crates must be taken with the Vendor off site at the end of the day.

MARKET RULES

Vendor Parking

- There is plenty of free parking for vendors near the market site. Vendors may park in any paved or gravel lot that is not marked “Resident Parking.” A parking map will be provided for reference before the first market.
- All parking must be in a marked parking space outside of the event site. No parking is allowed in any median or lane of traffic (even if the road is closed). No parking is allowed in grass areas.
- Parking in handicap spaces is only allowed with a valid handicap permit regardless of where the spot is located. Violators will be ticketed.

Cancellation

- The Market Coordinator has the right to cancel the Market at BridgeWay due to severe weather conditions.
- Conditions that threaten public safety (high winds, lightning, etc.) will cause cancellation.
- If the market at BridgeWay cancelled, all vendors will be contacted at the phone number and/or email address on record.
- If weather conditions deteriorate during the market hours, the Market Coordinator will consult with the vendors who are present and will make a decision whether to close the market early.
- If the Christmas Market at BridgeWay is cancelled for any reason, vendors may not sell from their vehicles or set-up at the market site.

MARKET RULES

Other

- Vendors' assigned spaces are not permanent and may be changed at the discretion of the Market.
- All items must always be clearly priced.
- BridgeWay reserves the right to prohibit anyone from selling and/or refusing any product from being sold.
- Vendors are not allowed to promote another organization or event including non-profit organizations and political candidates and/or issues.
- BridgeWay reserves the right to refuse participation to vendors who do not comply with market regulations or do not meet market standards which include, but are not limited to, following all local, city, state, and federal laws and regulations.
- Vendors may not sell any items not approved or listed in their application. Market staff has the right to ask a vendor to remove their products.
- Vendors are required to wear proper attire, including shoes and shirts, while selling.
- BridgeWay is not liable for any injury, theft or damage to either the buyer or seller, or their property, arising from or pertaining to preparation for or participation in the market.
- Abusive language and hazardous or offensive behavior will not be tolerated. The Market staff has the right to request the offending vendor to leave the area. Upon failure of the offending party to leave, the market may remove property at the vendor's expense, and the market is discharged from any and all loss or damage occurring in such removal.
- BridgeWay does not guarantee the marketability of the vendors' goods or the success of the vendors' efforts.
- Each vendor operates as an individual entity and is responsible for setting his/her own prices. Weights and measures are expected to be in accordance with local, state, and federal regulations.
- Any violation of these rules or of the laws of the State of South Carolina or may result in your dismissal from BridgeWay events.

Thank you!

Thank you for helping us make Christmas at BridgeWay an unforgettable event!

