

## EQUALITY PRINCE WILLIAM PRIDE 2021 VENDOR/SPONSOR RULES AND REGULATIONS

October 3, 2021 Festival Hours: 12pm - 4pm

Harris Pavilion 9201 Center Street Manassas, VA 20110

THIS EVENT WILL BE HELD RAIN OR SHINE

CHECK-IN, SET-UP (11am - 11:45am) AND BREAK-DOWN (4pm - 4:45pm)



All vendors and sponsors must check in at the EPW table.

Each vendor/sponsor is provided with a space which can accommodate a 6 ft table and two - three chairs, or if requested and paid for an outside space, up to a 10' x 10' canopy. There will not be enough space to go outside of your assigned area! Each vendor/sponsor must provide their own table (no larger than 6') and chairs, and canopy if outside. Vendors/sponsors are responsible for all needed display props, including table/chairs/hanging materials/signs/etc.

Volunteers will be present to direct vendors/sponsors to their assigned area for set-up beginning one hour prior to the event start time. Please do not arrive prior to 1 hour ahead of the start time for set up. Your booth assignment, with the name of your business and booth number, will be displayed on the ground. Due to safety reasons, vendors/sponsors who arrive after the start of the event may forfeit their pre-assigned booth location, and be assigned an alternate location. All vendors/sponsors must be completely set up 15 minutes prior to the event start, and remain set-up and in place until the event end time. To prevent accident or injury, any vendor/sponsor wishing to leave early due to an emergency MUST notify a festival official. With permission, booths can be packed-up and "walked-out." No refunds will be given.

### GENERAL INFORMATION

Vendors/Sponsors may be required to have individual event insurance in order to participate in this event.

Vendors/sponsors will be allowed to proudly display company banner and signage to identify their business.

Vendors/sponsors will be able to sell their merchandise, and are responsible for collecting and reporting sales tax as applicable.

Vendors/sponsors hereby relieve EPW of the safe keeping of the vendor's property, while said properties are at this festival.

Electricity may be available but is not guaranteed. Additional charges may apply for electricity requests. Please indicate if electricity is desired when application is made.

Vendors/sponsors are prohibited from selling or giving away any food or beverages at the event.

Vendors/sponsors are required to provide professional and courteous personnel to staff their space. At least two persons should be assigned to each space at all times. "Pushing" sales to passing customers is prohibited (ex: coming out of your space to demonstrate your product).

Vendors, sponsors, and their employees shall use every measure to protect festival site from all damages.

Vendor/sponsor shall be responsible for damage caused by their personnel to buildings and grounds. Vendor/sponsor will remove all trash in immediate area during set up and breakdown.

Professional behavior and dress is required and will be determined at the sole discretion of EPW staff. This is a family-friendly event.

There is NO SMOKING in the Pavilion.

Failure to meet requirements may lead to removal from the event and no refunds will be provided.

#### APPLICATIONS:

Spaces will not be considered reserved until the completed application or sponsorship form has been returned and payment has been acknowledged by EPW. All spaces will be reserved on a first-come, first-served basis. No refunds will be made unless the application is not accepted. Refunds will not be made due to cancellation on the part of the vendor/sponsor. Failure to comply with the above stated rules will result in eviction from the event & loss of any money paid. Vendors and sponsors can distribute flyers, business cards, coupons, menus, or other material to patrons within their booth area only.

Vendor/sponsor understands that if they miss participating in the event, or break down their booth area before the end of the event, such action could result in not being accepted as a vendor or sponsor in any of our future events.

#### VENDOR FEES

Vendor fees and sponsorship donations are Non-Refundable. If the vendor/sponsor cannot attend due to an emergency, EPW \*may\* try to fill the space with a substitute. If a substitution is able to be made, a refund of half the vendor fee \*may\* be issued, up to 30 days prior to the event. No refunds or portions of refunds will be issued within 30 days of the event. No refunds will be issued for sponsorship donations. In case the event must be cancelled for reasons out of EPW's control (i.e. inclement weather as tornadoes and hurricanes, government imposed regulations, Act of God, venue related issues, etc.), event will be rescheduled and the new date will be announced to all registered vendors in the event. The reschedule date may be several months later. Refunds will not be offered in the event of a reschedule. In case the organizer must cancel the event with no rescheduled date set, vendor fees will be refunded as soon as possible.

Space for non-profits \$20. Space for vendors \$30 for outside, \$40 for inside. Space for political parties \$50 (outside only) limited to one space for each party, regardless of candidacy/locality. Candidates must remain in their party's space during the event. Spaces will only be reserved once payment is received and confirmed by EPW.

Only one vendor will be approved for each national-type marketing chain (such as Pampered Chef, Lularoe, etc).

Priority will be given to vendors that are part of the LGBTQ+ community, on a first come, first served basis.

By your signature below, Vendor/Sponsor/Applicant agrees that you and anyone working in your space will abide by these rules and regulations, as well as any additional rules that may be required by the venue.

Name(Print): \_\_\_\_\_ Signature: \_\_\_\_\_

Business Name: \_\_\_\_\_

Registration will not be completed without a signed copy of these rules and regulations.

**Return Forms to: electronically to Amy Cannon ([amy.epw.pride@gmail.com](mailto:amy.epw.pride@gmail.com)) or mail to**

**Equality Prince William, P.O. Box 6983, Woodbridge, VA 22195-6983**

