

## EQUALITY PRINCE WILLIAM PRIDE 2024 VENDOR RULES AND REGULATIONS

DATE and TIME: Saturday, May 18, 2024, Festival Hours: 12 pm – 4 pm

LOCATION: The Harris Pavilion, 9201 Center Street, Manassas, VA 20110

THIS EVENT WILL BE HELD RAIN OR SHINE

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

All vendors must check in at the EPW table.

Each vendor 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 must provide their own table (no larger than 6') and chairs, and canopy if outside. Vendors are responsible for all needed display props, including table/chairs/hanging materials/signs/etc.

Volunteers will be present to direct vendors 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 who arrive after the start of the event may forfeit their pre-assigned booth location and be assigned an alternate location. All vendors 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 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 will be allowed to proudly display company banner and/or signage to identify their business.

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

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

Vendors are required to provide professional and courteous personnel to staff their space. At least two people should be assigned to each space at all times. “Pushing” sales to passing customers is prohibited.

Vendors and their employees shall use every measure to protect festival site from all damages. Vendor shall be responsible for damage caused by themselves or their employees to buildings and grounds. Vendor will remove all trash in immediate area during set up and breakdown.

Professional behavior and dress are 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 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. Failure to comply with the above stated rules will result in eviction from the event & loss of any money paid. Vendors can distribute flyers, business cards, coupons, menus, or other material to patrons within their vendor booth area.

Vendor understands that if they miss participating in the event or break down their booth area before the end of the event, they may not be accepted in any of our future events.

## VENDOR FEES

Vendor fee is Non-Refundable. If the vendor cannot attend due to an emergency, EPW \*may\* try to fill the space with a substitute vendor. If a substitution can 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. 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 accepted due to already incurred expenses on organizer's behalf as advertising and promotion, permits and licenses, venue rental fees, etc. 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. Non-profit spaces may be inside or outside the Pavilion as space permits. Space for vendors \$30 for outside the Pavilion, or \$40 for inside the Pavilion. Space for political parties \$50 (outside only), limited to one space for each political party. 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 (MLMs such as Pampered Chef, Lularoe, Paparazzi, etc.).

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

Attendees will need to bring their own table and chairs. Outdoor spaces will need their own canopy. Set up will be 11 am-11:45 am and take down will be 4 pm - 4:45 pm.

By signing these rules and regulations, you agree that you and anyone working in your space will abide by them, as well as any additional rules that may be required by the venue.

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

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

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