

## EQUALITY PRINCE WILLIAM PRIDE 2026 VENDOR RULES AND REGULATIONS

**Date & Time:** Saturday, May 16, 2026 • Festival Hours: 12 pm–4 pm

**Location:** Harris Pavilion, 9201 Center St., Manassas, VA 20110

**This event will be held rain or shine.**

### CHECK-IN, SET-UP & TAKE-DOWN

**Set-Up:** 11:00 am–11:45 am

**Take-Down:** 4:00 pm–4:45 pm

All vendors must check in at the Equality Prince William (EPW) table.

Each vendor is assigned a **10×10 lawn space**. This accommodates a standard 6-ft table and 2–3 chairs. Vendors must bring their own tables (no longer than 6 ft), chairs, canopies (recommended), and all display materials. There is **no room to extend beyond the assigned space**.

Volunteers will direct vendors to their marked booth location starting one hour before the event. Please do not arrive earlier than that unless pre-approved. Booth assignments will be labeled on the ground with your booth number.

For safety reasons:

- Vendors arriving after the event begins may forfeit their original booth and be moved to an alternate location.
- All vendors must be fully set up **15 minutes before** the festival begins.
- Vendors must remain set up until **4:00 pm**.
- Early breakdown requires notifying an EPW official. With permission, vendors may pack up and “walk out” their materials. No refunds will be issued for early departure.

### GENERAL INFORMATION

- Vendors may display company banners and signage.
- Vendors may sell merchandise and are responsible for all applicable taxes.
- EPW is **not responsible** for the safety of vendor property while on site.
- **Electricity is not available.**
- Vendors may **not** give away or sell food or beverages (except water) per permit rules.
- Vendors must provide professional, courteous staff. We recommend at least two people per booth. “Hard selling” or pushing merchandise at passersby is prohibited.
- Vendors must protect the site from damage and are responsible for any damage caused by themselves or their staff.
- Vendors must remove trash in their immediate area during set-up and take-down.
- Professional behavior and appropriate dress are required. This is a family-friendly event.
- **No smoking** is permitted at the Harris Pavilion.
- Violating these requirements may result in removal without refund.

## APPLICATIONS

Applications are not considered complete until EPW receives both the application and payment. Spaces are filled **first-come, first-served**. No refunds will be issued unless an application is not accepted.

Early breakdown or failure to participate may result in exclusion from future EPW events.

Vendors may distribute flyers, business cards, coupons, menus, or similar items **within their booth space only**.

## VENDOR FEES

Vendor fees are **non-refundable**.

If a vendor has an emergency and cannot attend, EPW **may attempt** to fill the space with a substitute vendor. If successful, a refund of **half the vendor fee may be issued up to 30 days before the event**. No refunds will be issued within 30 days of the event.

If the event must be canceled due to circumstances beyond EPW's control (e.g., severe weather, government regulations, venue issues, Acts of God), the festival will be **rescheduled**, potentially months later. No refunds will be given due to expenses already incurred.

If EPW cancels the event with no reschedule date, vendor fees will be refunded.

### Vendor Fees:

- Nonprofits: **\$20**
- Other vendors: **\$30**
- Political parties: **\$50** (limited to one space per party)

Spaces are reserved only after payment is received and confirmed by EPW.

Only one vendor will be approved per national direct-sales company (MLMs such as Pampered Chef, LuLaRoe, Paparazzi, etc.).

By signing below, you acknowledge that you and anyone working in your space agree to follow all rules above, as well as any additional requirements from the venue.

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

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

Registration is not complete without a signed copy of these rules and regulations.