

## **How do I become a vendor at Charlotte Pride?**

Easy, submit an application here: <https://cltpride.formstack.com/forms/2017vendorapp>

## **How does the application process work?**

Once you complete and submit your online application, our Vendor Coordinator will review the application for completeness and accuracy. We generally attempt to contact each vendor via phone to review the application and answer any questions you might have. If everything checks out, we will email you a preliminary approval notice along with an invoice for your registration fees. Once we receive payment for your registration fees, you will receive a final approval notice from us. Please note that your application is not considered complete or approved until payment is received and you are sent a final approval email. Payment is due within 30 days of your preliminary approval email or your registration is subject to cancellation and your space reservation will be released to the next available vendor. Charlotte Pride reserves the right to approve or deny a vendor application for any reason.

## **How long does it take to hear back?**

This varies. We are an all-volunteer team, but do try to review and respond as quickly as we can. Sometimes this can take up to a week or two.

## **How many vendors will you have?**

It depends. There are several factors we look at, one of which is the size of the footprint. We also look at the types of vendors applying and we do limit applications if we get too many of a single type of vendor applying (i.e. t-shirt vendors, pride merchandise vendors). Not only do we want to have a successful event for ourselves, but we also want the event to be successful and profitable for our retail/commercial vendors.

## **How many food vendors will you have?**

This depends on anticipated attendance numbers. For 2017 we are only looking for 7 to 9 food vendors. We do limit food vendors based on type of food served so that we ensure a good variety for our festivalgoers. Please note that we receive an abundance of "Carnival" type food vendor applications.

## **What is the difference between a regular vendor and a food vendor?**

Food vendors are subject to applicable Temporary Food Establishment regulations established by the Mecklenburg County Health Department and are required to obtain a permit to serve food at the festival. The primary distinction is with cooked or prepared foods that require temperature control for food safety reasons. Vendors selling only dipped ice cream, popcorn, candy apples, cotton candy, cakes/muffins, funnel cakes, soft pretzels and/or prepackaged chips or candy are not considered food vendors. Please contact our Vendor Coordinator at [vendors@charlottepride.org](mailto:vendors@charlottepride.org) if you would like clarification or a determination about whether you will be considered a food vendor.

## **How much does it cost to be a vendor?**

Well, it depends. We have different rates for different types of vendors. Nonprofit rates

range from \$200-\$300, based on gross receipts. Retail/Commercial/Service vendor rates start at \$500. Food vendor rates start at \$1,100. Registration fees cover both days of the festival.

**What are the festival hours?**

August 26, 2017 – noon to 10pm

August 27, 2017 – noon to 6pm

Vendor booths must be open during festival operating hours.

**Is there a one-day option?**

At this time we do not offer a one-day option.

**What if my organization is also participating in the parade?**

Please be sure to indicate this in the comments section of your application.

**What do the registration fees include?**

Standard registration fees include the space and the tables/chairs (based on booth size selected). Tents and electricity are not included in the standard fee, but can be added for and additional charge. We also offer rental for additional tables/chairs, tent sides/walls, and tent anchors (for those bringing their own tents). All food vendor spaces include electricity.

**How big are the vendor spaces?**

Single vendor spaces are 10x10, and include one table and two chairs.

Double vendor spaces are 10x20, and include two tables and four chairs.

Triple vendor spaces are 10x30, and include three tables and six chairs.

**What size are the tables that are provided in the booth?**

All tables are either 6'x30" or 8'x30", depending on supplier. We do rent additional tables, if needed. If you require more specific information, please email [vendors@charlottepride.org](mailto:vendors@charlottepride.org).

**What if I need additional tables or chairs?**

Additional tables and chairs will be available for rent for additional fees.

**I need a little more space than a 10x10 spot, what can I do?**

Vendors are not permitted to use the sidewalks or tree planters. Doing so may cost you penalties and fines from the City. Please contact our Vendor Coordinator at [vendors@charlottepride.org](mailto:vendors@charlottepride.org) if you do not think you can fit inside a 10x10 space.

**Can I bring my own tent?**

Absolutely! Maximum tent size should be 10' x 10'. We do not charge a fee to bring your own tent. Please note, that all tents do require appropriate weights, which you can bring yourself or rent from us. Please see below for information on anchor requirements.

### **How do I weigh my tent down if I bring one with me?**

The Charlotte Fire Department (CFD) requires a 40lb weight/anchor for each tent leg. This is equivalent to a filled 5-gallon water bucket with lid. We recommend tying buckets off to the corners of your tent with bungee cords. Buckets with lids and bungees may be rented from Charlotte Pride via the vendor application, or you may bring your own to reduce your registration fees. CFD may require you to take your tent down if not properly anchored. Please note that there is an additional \$30 surcharge for any anchors Charlotte Pride provides during setup that were not included with your registration (\$60 total).

### **Is water available on site?**

Hydrant water will be available at multiple locations to fill buckets and other utility needs. Drinking water will be available for purchase through our information/ticket tents.

### **What about electricity?**

We will have a limited number of vendor spaces available on our power grid, and these are available on a first come, first served basis. We do charge access fees to help us offset the cost of the generators. If you need electricity, be sure to indicate this on your application, otherwise it may not be available later. The electricity available will be 110v/15A. If you need something different you will need to contact our Vendor Coordinator at [vendors@charlottepride.org](mailto:vendors@charlottepride.org). Food vendor spaces already include electricity.

### **Can I bring my own generator if I have one?**

**No.** For safety and security reasons, we do not allow any personal generators of any kind.

### **Can I use the outlets in the tree planters?**

No, the City of Charlotte controls the tree planter outlets and they may not be used. More than likely, the City will turn them off for the duration of the festival.

### **Where is the festival at this year?**

The festival will be held right in Uptown Charlotte and we will be utilizing much of the same footprint as last year. The footprint will cover South Tryon Street from Stonewall to Trade, utilizing each of the cross streets along this route (Levine, MLK, and 3<sup>rd</sup>).

### **Can I request a specific spot/location at the festival?**

We make every effort to accommodate vendor location requests. However, for logistical and other reasons, this is not always possible. Requests for specific placement on the festival footprint will be considered, but we can **NOT** guarantee fulfillment of such requests. Vendor placement is at the sole discretion of Charlotte Pride.

### **Can I share a space with another vendor?**

Yes. We allow our vendors to share spaces at no additional charge. Booth fees for

shared spaces will vary based on the type/size of the vendors occupying the space. Fees are automatically calculated on the application.

### **Can I use a trailer or vehicle as my booth?**

You can, but this will likely affect your load in/out time and location. Please contact our Vendor Coordinator at [vendors@charlottepride.org](mailto:vendors@charlottepride.org) to discuss further.

### **When is load in/out?**

The Charlotte Pride Operations Team will provide specific load in/out instructions and times once final logistics have been worked out, typically about a week before the festival. All vehicles must be clear of the festival footprint an hour before the festival opens on Saturday and Sunday, and no vehicles will be allowed back onto the site until enough patrons have left that it is deemed safe. The safety of the public is our highest priority.

### **Can I bring my car onsite for load in/out?**

Yes. Vendors will receive instructions prior to the festival about when and where to load into the site. Cars will be allowed on site for the times specified in those instructions, but not before or after those times. Cars will not be permitted on site for load out until it is deemed safe to do so by the Charlotte Police Department and Charlotte Pride.

### **Where do I park my car after load in?**

There are a number of public parking decks and lots, as well as on street parking available within easy walking distance of the festival footprint. Charlotte Center City Partners has a useful parking map that we recommend utilizing: <http://www.charlottecentercity.org/transportation/parking/>

### **Can we leave our merchandise out overnight between Saturday and Sunday?**

There will be very limited overnight security on the festival footprint, primarily for the stage and operational items. Charlotte Pride cannot guarantee the safety of merchandise and other equipment left out overnight. Charlotte Pride is not liable for any vendor property left on site, and leaving anything overnight is done at your own risk.

### **Is there help available to unload/load my vehicle?**

Charlotte Pride makes every effort to provide volunteer staff to help our vendors successfully load in/out. Please contact our Vendor Coordinator at [vendors@charlottepride.org](mailto:vendors@charlottepride.org) ahead of time if you have specific needs and we can try to help.

### **Can I sell "Charlotte Pride" merchandise?**

Charlotte Pride and the Charlotte Pride logo may not be used without permission. Please contact our Vendor Coordinator at [vendors@charlottepride.org](mailto:vendors@charlottepride.org) for more information.

### **What about any permits, licenses, insurance or sales tax?**

Vendor is responsible for obtaining, at own expense, any necessary permits, licenses,

and/or insurance that may be required by the City of Charlotte and/or Mecklenburg County, and/or the State of North Carolina. Vendor is responsible for any applicable North Carolina sales/use tax registrations, collections and remittances.

**Can I sell/distribute beverages?**

Beverage sales are a major fundraising activity for Charlotte Pride and help us pay for the festival. We reserve all rights to the sale and distribution (including free) of all alcohol and other beverages during the event. You may not sell or otherwise distribute any beverages without prior consent from us.

**Can I buy ice at the festival?**

Absolutely! We sell bags of ice through our information/ticket tents.

**What if it rains?**

The Charlotte Pride Festival is a rain or shine event. In the event of severe weather, the Charlotte Police Department may request that the event be temporarily closed for the safety of the public.

**Do you offer refunds?**

Requests for refunds must be received no later than June 30. No refunds can be processed after this date. All refund requests, if approved, will be subject to a \$75 processing fee.

**I have a different question.**

Please email our Vendor Coordinator at [vendors@charlottepride.org](mailto:vendors@charlottepride.org). We'll get back to you as soon as we have an answer.