

Charlotte Pride Vendor Frequently Asked Questions (FAQs)

How does the application process work?

Once you complete and submit your online application, we will review the application for completeness and accuracy. We may attempt to contact our new vendors via phone to review the application and confirm information.

If everything checks out and vendor space remains for your type of vendor, we will email you an approval notice and your payment will be processed through Eventeny.

Your participation is not considered final until payment is received, and you are sent a final approval email. Payment is due upon approval.

Additionally, all vendors will be required to attend an in-person or online training to ensure all policies are followed appropriately.

Charlotte Pride reserves the right to approve or deny a vendor application for any reason.

What is the mandatory festival orientation meeting?

To participate in our 2023 Charlotte Pride Festival, you **must** attend our festival orientation meeting that will give you an in-depth look at all procedures, rules, and regulations, as well as an overview of the festival zone and what to expect OR you may complete an online orientation and quiz to prove your awareness of policies and procedures. At this meeting, we will present the final site layout. It is **required** for you to have at least one member of your team present at the orientation meeting or complete the training prior to the event. Failure to do so will result in removal from the festival. Our 2023 meeting is scheduled at the Charlotte Pride offices (1900 The Plaza, Charlotte, NC 28205) at 3 - 4pm on 7/29/2023.

How long does it take to hear back?

As we continue to determine capacity of our 2023 event, we will work through applications as quickly as possible.

Food vendors must complete a unique application that will close on April 30, 2023. Food vendors will receive notice by end of the second week of May.

Vendors will be notified by the middle of the following month as long as their application was received by the end of the previous month.

Notification Deadlines and Dates:

Submission by March 31 – Notice by April 14

Submission by April 30 – Notice by May 19

Submission by May 31 – Notice by June 23

Submission by June 25 (Final Deadline) – Notice by June 30

Please do not email requesting status updates before your submission notice date. If you have not been contacted by your appropriate notification date, please email vendors@charlottepride.org.

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.

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for our retail/commercial vendors.

How many food vendors will you have?

It depends. There are several factors we look at, one of which is the size of the footprint. Likely, we will have approximately 6 food vendors.

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. If you do not follow the required guidelines, CFD or MCHD may shut down your booth. No refunds will be given for food vendors who do not properly fulfill these requirements. Food vendors will apply through the Food Vendors Application.

Vendors selling only dipped ice cream, popcorn, candy apples, cotton candy, cakes/muffins, funnel cakes, soft pretzels and/or prepackaged chips or candy are considered **snack vendors**.

Snack Vendors only need to apply as a regular vendor and select "Snack" as type of vendor.

Please contact our Vendor Coordinator at vendors@charlottepride.org if you would like clarification or a determination about whether you will be considered a food vendor. If you apply under the wrong application, your application will be denied.

How much does it cost to be a vendor?

We have different rates for different types of vendors.

Nonprofit/Political Groups/Candidate rates start at \$200.

Retail/Commercial/For-Profit vendor rates are \$650.

Neighborhood Market rates are \$300.

Food Vendor spots begin at \$1,300.

Some retail/commercial/for-profit will be required to sponsor instead of participating as only a vendor. If you have questions, please email meredith@charlottepride.org.

Registration fees cover both days of the festival.

A full list of prices and registration costs is available on the FAQ and vendor sections of our website.

What are the festival hours?

August 19th, 2023 – 12 – 10pm.

August 20th, 2023 – 12 – 6pm.

What if my organization is also participating in the parade?

You must complete a separate parade application, or you will not be considered for the parade.

What do the registration fees include?

Standard registration fees include the space and one table/two chairs. Tents and electricity are not included in the standard fee and are available for rental. **Tent anchors are required for those bringing a tent and cannot be rented.**

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How big are the vendor spaces?

Single vendor spaces are 10x10 and include one table and two chairs.
Additional vendor spaces are available up to a 10 x 20 for an individual vendor.

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

All booths will be provided a 6ft table.

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 or expand outside of their 10x10 space. Doing so may incur penalties and fines. Please contact our Vendor Coordinator at vendors@charlottepride.org if you have questions.

Should I bring my own tent?

Absolutely! Maximum tent size should be 10' x 10'. Please note, that all tents do require appropriate weights. You must have appropriate weights or you space may be shut down. 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. All participants bringing their own tents must supply 40lb weights on each leg of their tent.

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. Electricity cannot be requested at a later date.

The electricity available will be 110v/15A. If you need different accommodations, please contact our Vendor Coordinator at vendors@charlottepride.org prior to submitting your application.

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 in Uptown Charlotte. Final locations will be made public over the early Summer, and your location will be assigned by the orientation in July.

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 **CANNOT** guarantee fulfillment of such requests. Vendor placement is at the sole discretion of Charlotte Pride.

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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 be based on the most expensive vendor type participating (i.e., a nonprofit and corporation sharing a booth will pay the corporate rate).

Can I use a trailer or vehicle as my booth?

You can, but this will likely affect your load in/out time and location; vendors with vehicles or trailers in their spaces will need to load in late Friday evening. Please contact our Vendor Coordinator at vendors@charlottepride.org with further questions.

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 two weeks before the festival. All vehicles must be clear of the festival footprint two hours 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?

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: [Charlotte Uptown Parking - Find Parking Garages in Charlotte](#)

Is there help available to unload/load?

We will not be able to provide assistance for vendor load-in/load-out. Please plan to complete that with your team.

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.

Can I sell "Charlotte Pride" merchandise?

"Charlotte Pride", "Charlotte Pride Festival & Parade", Charlotte Pride logo(s), and their derivatives are trademarks of Charlotte Pride, Inc., and may not be used without permission. Please contact our Communications Manager, Liz Schob, lizs@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 pay for the festival.

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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 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. Bags are \$10/each.

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 July 21st. No refunds can be processed after this date. All refund requests, if approved, will be subject to a \$75 processing fee.