***September 19, 2015***

***2PM until 9PM***

**C-U Pride Festival**

 **2015 VENDOR GUIDELINES**



**

**Love Wins**



**Table of Contents**

Festival Overview 1

Dates/Times & Location 2

Vendor Types 3

Vendor Space Information 4

Deadlines & Fees 5

Day of Event Responsibilities 6

Booth Guidelines 7

Booth Decorating Contest ………………………………………………………………………...8

Conduct 9

1. **Festival Overview**

**History**

On Friday, August 20, 2010, The UP Center of Champaign County sponsored this area’s first-ever Pride Festival. Since this monumental event, we have been striving to make the festival bigger and better. We hope you will join us in this effort by helping us put on our fourth festival celebrating the Lesbian, Gay, Bisexual, Transgender, Queer, Questioning, and Ally (LGBTQA) community in Champaign County.

**Mission**

The CU Pride Festival seeks to unite the entire LGBTQ and Allied community of the area for a day of fun for the whole family while raising money for The UP Center of Champaign County!

**Our Goals**

* Provide a venue for local LGBTQ and Allied vendors, agencies, and organizations to show their pride & support all human rights.
* Showcase the diversity of the area.
* Promote equality.
* Encourage a safe and fun environment for LGBTQ and Allied individuals to interact.
* Furnish an educational forum for members of the area of all ages to learn about the LGBTQ community and the services the UP Center and other LGBTQ friendly organizations have to offer.

*The guidelines that follow have been developed to ensure the CU Pride Festival runs smoothly for all parties.*

1. **Dates/ Times & Location**
* The CU Pride Festival and Parade will be on **Saturday, September 19, 2015**.
* The festival takes place from 12:00 PM to 2:00 AM
* Vendors’ operation time will be from 2:00 PM to 9:00 p.m.
* The CU Pride Festival will be held in Downtown Champaign in the parking lot in front of Orpheum Theater at Neil and Washington. The Parade will be held along Walnut, Chester, and Neil Streets.
1. **Vendors Types**
* **Arts and Crafts Booths**Vendors selling anything authentic and/or homemade such as pottery, paintings, jewelry, photos, prints, etc.
* **Merchandise Booth**Vendors selling store merchandise such as baseball caps, clothing, bumper stickers, pre-packaged foods, and other paraphernalia.
* **Information Booths**Companies for profit getting follow-up leads.
* **Non-Profit Booths**Charitable, Educational, Social/Support Organizations promoting their program and services. Federal 501(c)(3) status not required.
1. **Vendors Space Information**
* Vendor spaces are open to any person, business, non-profit organizations, or civic organization whose business aligns with and/or supports the overall mission of The UP Center of Champaign County.
* The CU Pride Festival Committee has the right to deny any vendor application for any reason.
* Vendor spaces are assigned by the CU Pride Festival Committee upon approval of the application and as space permits on a first come, first serve basis.
* Vendor spaces include **SPACE ONLY**. Tables and chairs can be purchased for an additional fee. See page 2 of the **Vendor Application** for rates.
* Vendor space will be assigned a pre-determine space. Booth space dimensions are 10 feet wide by 10 feet deep.
* **No Internet access, water, or electricity will be provided at this event.**
1. **Deadlines & Fees**
* Vendors must apply by September 4, 2015, 2 weeks prior to the event. Early applications turned in before August 21, 2015 will receive discount rates. See page 2 of the **Vendor Application** for rates.
* Upon acceptance, payments are non-refundable and are non-transferable.
* Payments may be in the form of cash/check/money order.
* All checks/money orders can be made payable to either The UP Center of Champaign County.
* Refunds will be considered on a case-by-case basis. If an application is declined, the payment will be returned.
1. **Day of Event Responsibilities**
* **Vender Check-In**
Vendors must check-in at the UP Center Table prior to setup.
* **Space Setup**
ALL Vendors are required to be present, in their space, and setup fully by 2:00 PM.
* **Load-In**Starting at 1 pm. Parking will be directed when you arrive by event staff.
* **Load-Out**Operating hours for vendors are between 2:00 PM and 9:00 PM. Vendors will be allowed to leave during vendor operation hours. Please utilize caution at all times, respect neighboring spaces, and leave clearance for other vehicles when loading and unloading.
1. **Booth Guidelines**
* All Vendors shall provide all booth materials. Items and displays may utilize tables, tents, carts, or other similar structures. Tables and chairs can be purchased.
* All booth representatives are responsible for knowing The CU Pride Festival’s guidelines and abiding by them. Vendors are responsible for the actions of their employees and volunteers at the event.
* Booth space frontage should be consistently lined up with the space of your table. Clearance must be kept for crowds and accessibility.
* Each vendor is liable for any incidents, accidents, or injuries resulting during its setup, teardown, and during the hours of operation at the festival.
* Signs displaying the group name and/or information must be kept within the boundary of the assigned booth space.
* Prior to leaving the festival, it is each vendor’s responsibilities for keeping their space clean during the event of any leftovers and garbage. Garbage and recycling needs to be placed in the appropriate containers provided throughout event space.
* Amplified sounds or video recordings need to be approved by the festival committee. If approved leave to an appropriate level to not interfere with other vendors.
1. **Booth Decorating Contest**
* All vendors are encouraged to decorate their booth in “Pride” or Theme fashion.
* Booth decorations must comply with the standard guidelines provided above in regard to space, noise, etc.
* Between the hours of 2:00 and 8:00 p.m., representatives from the CU Pride Festival Committee will walk around and “judge” vendor booths on creativity, color use, and alignment to our festival’s theme: Love Wins.
* There will be a first, second, and third place winner – giving vendors the opportunity to win back all or part of your booth fees!
* The First Place winner will receive $100; the Second Place winner will receive $50; and the Third Place winner will receive $25.
1. **Conduct**
* All vendors participating at the festival agree to hold harmless and indemnify the UP Center, agents, representatives and employees of the organization, from any and all responsibilities, losses of income, claims, damages, lawsuits, reasonable attorney fees, costs, expenses or judgments incurred by, or resulting from the enforcement of any rules or from the sale or consumption of goods sold by the vendors at CU Pride Festival.
* Any behavior deemed by the Chairperson or event committee to be disruptive in any way shall be cause for eviction from the festival.
* Vendors shall not use any action or language to insult another group, vendor, performer, shopper, festival's volunteers, or to intimidate a patron into purchasing or supporting the product/idea being sold/promoted.
* Vendors are prohibited from participating in the festival if the Chairperson determines that the vendor does not fit any of the criterions of the Pride Festival as set forth in the guidelines. However, in no event shall the approval or disapproval of an application be based upon the applicant's race, sex, color, religion, creed, national origin, physical or mental disability, age, sexual orientation, gender or perceived gender identity, marital status, or any other protected class.
* The organization’s policy on harassment is part of its mission to provide a safe environment for all. The UP Center of Champaign County is committed to providing an environment that is free from all forms of discrimination, including sexual harassment. Any member, director, visitor, or employee’s behavior that fits the definition of sexual harassment is a form of misconduct, which may result in removal from grounds.
* Whereas The UP Center is committed to making Downtown Champaign an environment that is safe, healthy, and pleasant for everyone, the emitting or exhaling the fumes of, or the carrying or holding of a lighted pipe, cigar, cigarette, or any other lighted smoking product or equipment used to burn any tobacco product, weed plant, or any other combustible substance is prohibited within the vendor area Downtown. Any violation of this policy may result in eviction from the CU Pride Festival at the discretion of the Chairperson or his/her designee.
* It is the vendor’s full responsibility to comply with all of the guidelines and to conduct business at the CU Pride Festival accordingly. Any participant who fails to comply with the CU Pride Festivals regulations may lose their privilege to participate. The CU Pride Festival Chairperson or any representative of the event committee has the final decision on conflicts and/or loss of privileges.