

## **Pride Vermont Festival Vendor Policies & Procedures**

The Pride Vermont Festival will be held on Sunday, September 10, 2023. There is no rain date and there will be no refunds. Upon receiving confirmation from a Pride Center of Vermont staff member, the Vendor will receive a 10'x10' space on the festival grounds. **The Vendor must provide all tables, chairs, tents.** The Vendor also has the option to rent tent space, tables, and/or chairs from Pride Center of Vermont/Pride Vermont.

### **HOW TO REGISTER:**

1. Fill out the registration form COMPLETELY and pay the registration fee invoice.
2. Sign and return the Pride Center of Vermont/Vermont Pride policies and procedures, and the City of Burlington [Vendor Agreement Form](#).
3. Provide a Certificate of Insurance (COI) in the amount of **one million (\$1,000,000) dollars / two million dollars (\$2,000,000) dollars in aggregate** naming the **City of Burlington** as "**Additional Insured**" and **Pride Vermont 2023, Waterfront Park, 10 Lake Street Burlington VT** as the **Event Name & Location**. COI **MUST** match these requirements or they will not be accepted by the City. Please email a copy of the certificate to [festival@pridecentervt.org](mailto:festival@pridecentervt.org).
4. COI and all vendor forms must be completed and approved by the City of Burlington no later than two weeks prior to the event date (**2pm on Friday, August 25, 2023**).
5. Food & Beverage Vendors must also present a current registration with Vermont State Board of Health.

### **POLICIES & PROCEDURES:**

1. Only one business or organization may operate in each vendor space, sharing of booth/tent space with other businesses or organizations is prohibited. Booth/tent space may not be reassigned or sublet. Vendors may not distribute, display, or sell products, literature, or other items from any business or organization other than the one specifically contracted with the Pride Center of Vermont/Pride Vermont to rent the booth/tent space.
2. The Pride Center of Vermont/Pride Vermont reserves the right to change the location, dates, hours, or to terminate entirely the operation of the scheduled event, at any time and without prior notice to the Vendor. Pride Center of Vermont/Pride Vermont will make reasonable efforts to provide advance notice to Vendors of any changes or cancellations. Only if the scheduled event is terminated entirely, will a refund be provided, except for cancellations due to inclement weather or any other cause beyond Pride Center of Vermont's reasonable control, in which case all reasonable efforts will be made to offer credit for future events. Only if the scheduled event is terminated entirely, will a refund be provided. There will be no refunds due to Vendor cancellations.



### 3. General Rules for Vendors:

- a. Vendors must provide their own water, tables and chairs.
- b. No electricity is provided except by prior arrangement with Pride Center of Vermont/Pride Vermont and is only available to food & beverage vendors. Access to electricity is not guaranteed unless arranged in advance.
- c. Vendors must make their own arrangements for transport of their products, equipment, etc. to and from their vendor spaces; festival volunteers will be available to assist. The festival cannot provide storage space for product, equipment, literature, etc. for vendors.
- d. Vendors must take full responsibility for set-up and other display materials; Pride Center of Vermont/Pride Vermont will establish set-up and take-down times.
- e. Vendors must have personnel present and in their booths at all times during the official operating hours of the festival: 12:00 pm to 4:00 pm.
- f. Vendors may close earlier, but not later than the official operating hours, without the express permission of Pride Center of Vermont/Vermont Pride.
- g. Vendors must keep all displays, merchandise, etc. within the confines of the tent or space itself.
- h. Vendors must keep boxes and cartons out of sight.
- i. Vendors must maintain a neat and clean area, and secure all waste produced by the booth. All waste produced by a Vendor must be disposed of by the Vendor.
- j. Vendors may not sell, or advertise outside their assigned area, nor distribute literature or other items to passers-by while standing outside of their assigned area.
- k. Vendors may not have music or conduct activities that may be disruptive to neighboring Vendors, passers-by, or Pride Vermont staff or volunteers; Pride Center of Vermont/Pride Vermont reserves the right to make such determinations.
- l. Vendors must return the areas to their pre-festival condition (if repair and cleaning costs are incurred and the Pride Center of Vermont/Pride Vermont determines the Vendor is responsible, the Vendor will be billed for the cost of the repair and/or cleaning.)
- m. Pride Center of Vermont/Pride Vermont may, for publicity purposes, use any photographs, videos or information received or obtained regarding the Vendors without further permission from such Vendors.



- n. Festival coordinators reserve the right to remove any objectionable merchandise from any booth. NO merchandise shall be displayed or sold with the name "Pride Vermont" in any form.
4. Permits/Certificates/Insurance:
- a. Vendors are responsible for obtaining and displaying festival permits, as required, and operating within any local, state, or federal guidelines, ordinances or laws.
  - b. Vendors must provide a Certificate of Insurance (COI) in the amount of one million (\$1,000,000) dollars / two million dollars (\$2,000,000) dollars in aggregate naming the City of Burlington as "Additional Insured" and Pride Vermont 2023, Waterfront Park, 10 Lake Street Burlington VT as the Event Name & Location. COI must match these requirements or they will not be accepted by the City.
  - c. Vendors must complete and return a City of Burlington [Vendor Agreement Form](#) and receive approval from the City prior to the festival. All vendor forms must be completed and approved by the City of Burlington no later than August 25, 2023.
5. Vendor is solely liable for equipment (installation, operation, and tear down), and any other personal property at the festival. Security is provided at specifically designated times; however, any losses due to fire, theft, damage, or injury is the sole responsibility of the Vendor. It is specifically agreed that Pride Center of Vermont/Pride Vermont and their employees and agents shall be held harmless by the Vendor for any claim of theft, vandalism, casualty, or loss regardless of the cause of the same.
6. The Vendor shall defend, indemnify, and save harmless Pride Center of Vermont / Vermont Pride, and their employees and agents, from and against all claims, damages, losses and expenses (including, without limitation, reasonable attorney's fees) arising out of, or in consequence of, any negligent, reckless or intentional act or omission of the Vendor and/or the Vendor's employees or agents.

By signing below, I hereby acknowledge that I have completely read, fully understand, and agree to the Pride Vermont Festival Vendor Policies & Procedures outlined above.

Primary Contact Name	Primary Contact Signature	Date
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