



# 2012 Guidelines for Blue Ridge Pride Vending

## The Event

Blue Ridge Pride is a one day outdoor event. Blue Ridge Pride will feature one main stage with music and performers, public speakers and other community, entertainment, and education. These guidelines pertain to Blue Ridge Pride ('BRP') a North Carolina nonprofit corporation and organizer of the event, and its offering of space on the event grounds for the day of the event. BRP reserves the sole right to approve the participation of any applying exhibitor or vendor. Applications are due to BRP by September 15, 2012. You will be notified by email or phone within 1 week of this date for space approval.

## The Location

The event will take place October 6, 2012 in Pack Square Park **from 12pm to 7pm.**

## Your Space

Regular exhibitor/vendor spaces and food vendor spaces are rented in 10' x 10' spaces. All tents, tables and items must be contained within this 10' x 10' space.

Vendor spaces are available on a first-come, first-served basis. BRP reserves the sole right to place exhibitors and vendors in any location BRP deems appropriate. Please note any special requirements on your application.

BRP provides the booth space(s). Tables and chairs may be requested for an additional fee. Tables and chairs rentals for your booth will be available for pickup at BRP vending check-in upon arrival as pre-requested and prepaid through application.

\*NO generators allowed. Electricity will be provided at food vending spaces. A limited number of booths will have access to electricity. These booths are available on a first-come, first served basis. There is an additional charge to cover the cost of the electricity. Booths using electricity must bring a 12 gauge extension cord with a minimum length of 50'-100'.

**- All tents and other items brought into the festival must be weighed down with blocks, bags of sand, etc. Each leg of the tent must have a minimum of 8lbs of weight or the Fire Marshall will require the tent to be removed from the festival.** Tent weights may be requested for an additional fee. Weight rentals for your booth will be available or pickup at BRP vending check-in upon arrival as pre-requested and prepaid through application. **Failure to have tent weights will result in a \$30 fine if BRP has to supply them if not pre-ordered.**

**- Tents must be Free-Standing and Flame Retardant.**

## Your Participation

**Vendors will be contacted prior to the event with a designated check-in time. Vendors will not be allowed vehicular access to the event prior to their assigned time slots. Vendors arriving after their assigned time will be**

**subject to wait.** The check-in location is TBA. This is where you will receive booth assignments and location. DO NOT ENTER BRP site at any other location-you will be turned away!

- Vehicles cannot be admitted into the event space after 11:00 am.
- All vehicles must be cleared from the event space by 11:30 am.
- **Vehicles will not be allowed into the 'park' area, so please be prepared to transport items up to several hundred feet by hand.** Limited volunteers may be available to assist in unloading.
- Booths must be opened and manned for the entirety of the festival, 12 noon until 7pm.
- You may not tear down before the event is over.
- Vehicles are not allowed into the event area until pedestrians are cleared.
- Please come prepared to contain your trash. You may not use the event's waste containers as they will be separated by compostable, recyclable and landfill.
- Please do not use the dumpster at the event as this is for the **local merchants only**.
- **Alcohol beverages, sodas, and water, cannot be sold or given away by any non-food vendors.**
- The City of Asheville does not allow any pets or animals in Festival sites. Please keep this in mind and leave your pets at home.

## Vehicles

### Loading and Unloading

All participants must remain with their vehicle at all times. Unload merchandise immediately upon arrival and remove vehicle immediately, then return to set up your booth. **Volunteers may be available to watch unloaded items while vehicles are being moved.**

### Parking

BRP does not provide parking for exhibitors/vendors at the event - this is your responsibility. PRIDE accepts no responsibility for any citations for exhibitors/vendors that are illegally parked. Exhibitors/vendors may enter the site area in order to set up their booth **during their designated time slots** on Saturday, October 6, 2012. All vehicles must be out of the festival area by 11:30 am. Limited volunteers may be available to assist in unloading. Rented tables, chairs and table weights will be available at the vending check-in tent as prepaid and pre-arranged through application. Vendors will have limited street access from 7pm to 8:30pm to load vehicles and exit. Cars will not be allowed in the **grassed 'park' area**, so please be prepared to carry items up to several hundred feet by hand. **Cars may not be left unattended in the festival area.**

Parking is available in surrounding city streets in metered spaces or in several nearby parking garages located within 3-7 blocks of the event. **The closest parking garage charges \$5 per day for parking.**

## Permits

- Comply with the State of North Carolina on sales tax & business license requirements.
- It is your responsibility to deal with any necessary permits and/or licenses. All approved food/beverage vendors must submit a copy of their Temporary Food Vending Permit to BRP within 7 days of the event. An application can be found here: [http://buncombecounty.org/common/health/tempFoodEst\\_App.pdf](http://buncombecounty.org/common/health/tempFoodEst_App.pdf)
- Comply with all laws, ordinances, rules, and regulations of any lawful authority, agency or governmental unit, including, but not limited to any applicable fire and building codes of the City of Asheville and Buncombe County Health Department.

## Cleaning Charges/Fees

BRP expects vendors to abide by the “leave it as you found it” principle. BRP reserves the right, and will charge, any exhibitor/vendor a \$50 cleaning fee should they leave their space(s) in a condition that requires additional cleaning. Your organization/business agrees to pay this fee, if imposed, as a condition of participating in the event.

## Sharing of Booth Spaces

BRP encourages like businesses and organizations to share a booth. Please note request in the vending application. Subletting of booths is not allowed and may result in disqualification of presence at the day of event.

## Food Vendors

- BRP expresses its wishes to promote local businesses and restaurants. Local establishments will be given priority on food spaces available.
- Food vendors must obtain all needed permits independently of BRP and submit within 10 days of the festival.
- BRP wishes to support a reduced environmental impact and **requires that all food and beverage vendors use biodegradable plates, cups, cutlery, etc.** Vendors found to be non compliant will be asked to leave the event. The application fee will be non-refundable. Education and awareness will be provided to vendors in order to support the efforts with the public. Additionally, we will be happy to provide contact information for a vendor of compostable materials.
- Please contact **Amy Huntsman at [amyhuntsman@hotmail.com](mailto:amyhuntsman@hotmail.com)**, for more information on compostable goods requirements.

## Beverage Sales

- **Non-alcoholic beverages can only be sold by BRP and food vendors.**

## Questions?

Please contact: [brpvendor@yahoo.com](mailto:brpvendor@yahoo.com) or Amy Huntsman at (828) 301-9444.

Return your completed Blue Ridge Pride Vendor Application to:

**Blue Ridge Pride  
PO Box 2044  
Asheville, NC 28802**



## 2012 Fee Schedule

Booth includes 10' x 10' space. Tents are suggested but not required for this event. No tents may be staked down per Asheville City Parks and Recreation.

### **2012 Early Bird Pricing:**

(Application and payment must be received by March 15, 2012)

Non-profit booth: \$60

For profit booth: \$100

Food Vendor: \$150

### **2012 Vendor Pricing:**

(Application and payment must be received by September 15, 2012)

Non-profit booth: \$75

For profit booth: \$125

Food Vendor: \$ 175

### **Equipment rental fees:**

Table and 2 chairs: \$25

Tent weights: \$20 (per tent)

### **Electricity access fee: \$10**

(There are a limited number of spaces available with electricity access. They are available on a first come, first served basis. Vendors must provide a 50'-100' 12 gauge extension cord.)

Payments may be payable to:

**Blue Ridge Pride**

Payments can be mailed to:

**Blue Ridge Pride**

**PO Box 2044**

**Asheville, NC 28802**

or paid via PayPal at [blueridgepride@yahoo.com](mailto:blueridgepride@yahoo.com). (If using this method please send a brief notice to [brpvendor@yahoo.com](mailto:brpvendor@yahoo.com) with date paid, vendor name, and amount in order for this payment to be filed accurately.)

# Vendor Application Page 1

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## Contact Information

Organization Name	
Organization Type	Non Profit <input type="checkbox"/> Profit <input type="checkbox"/> Food/Bev <input type="checkbox"/>
Contact Name	
Street Address	
City ST ZIP	
Phone	
E-Mail Address	
Website	

## Description of booth and/or merchandise:

Summarize what is to be sold or presented at your booth.

\* Artists and Craftsman please send photos, cd, or weblink/address to samples of your art in order to expedite approval of vending application

Amount enclosed or paid through PayPal	\$
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Electricity Access:  Table/Chair rental:  Table weight rental:

My booth is adult oriented\*  My booth is family-friendly\*

(\*This information will only be used in assigning booth locations)

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## Vendor Application Page 2

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### General Release

**I have read, retained, understand and agree to the protocol information page. The undersigned does hereby release, forgive, and forever discharge and hold harmless Blue Ridge Pride, including their agents, representatives, employees and associates and the City of Asheville from all manner of suits damages, claims, and demands whatsoever in law or in equity from any loss or damages to person or property of the undersigned while in possession or supervision of the Blue Ridge Pride Festival.**

Name (printed)	
Signature	
Date	

### FOR BRP USE ONLY

Received Date:	
Amount Due:	
Amount Paid:	
Notice Sent:	
Permit Received:	
Booth Number:	