

# PrideFest 2016

presented by Virginia Pride

Saturday Sept. 24th Noon - 8pm

Brown's Island

## VENDOR FAQ

### **Q. Do I need a business license from the City of Richmond?**

A. *If you sell goods in the City of Richmond, you need a license. Visit <http://www.cityapplications.com/business-licenses/VA-Virginia/biz-Richmond.html> to find out more.*

### **Q. What about permits & licenses?**

A. *You are responsible for obtaining and submitting proof of all necessary permits and licenses in order to participate. You are also responsible for submitting applicable sales tax to City of Richmond if you sell goods.*

### **Q. May I decorate my booth?**

A. *Absolutely! Please refrain from using tape as it's difficult to remove from the tent poles. We recommend zip-ties, rope, fishing line or string to secure items. Please, no tape on poles or tables. VA Pride does not provide any of these items, so keep that in mind when planning your booth setup. Out of respect for other vendors, please ensure your decor doesn't extend past your space; this also ensures we can keep adequate walkway space for all the patrons. PLEASE DO NOT STAKE ANYTHING INTO THE GROUND! It is not permitted under any circumstances. Contact us if you need to secure something. We will discuss options.*

### **Q. Is Wi-Fi at the site?**

A. *Yes, Wi-Fi is available. It is an open source connection, so if you're concerned about secure transactions, or require reliable bandwidth, you may want to activate a hot spot connection.*

### **Q. What time can I set up my booth?**

A. *Vendors may set up their booth between 7am - 11:30am on Saturday morning. The event goes live at Noon, so we ask that everyone have everything in place before then.*

### **Q. How do I get my stuff to my booth?**

A. *For safety reasons, we try to have as few vehicles on the island as possible. We would prefer that you stop at the 5th St or 7th St pedestrian bridge, drop your items off and have your teammate cart them across to your booth. If you absolutely must bring your vehicle onto the island, you'll need written permission from the Site Manager.*

### **Q. What if it rains?**

A. *PrideFest is a rain/shine event unless severe conditions dictate that we cancel for safety reasons.*

### **Q. Where do I park?**

A. *Parking is available on the surrounding streets and in the Federal Reserve Parking Deck. There is a \$5 charge per car if you use the FRPD but your vehicle is secured in a covered parking deck while you're there. The FRPD is open from 9am - 10pm.*

### **Q. Can you watch my stuff?**

A. Unfortunately, we do not have the resources to be responsible for your items at any time. Please bring a coworker/friend to help you through the day. From bathroom breaks, to getting some food from our great vendors, to checking out the event itself, it's better to have additional people to monitor your booth.

**Q. Can I bring a radio or bullhorn?**

A. Anything that is deemed loud or obnoxious is prohibited. A small battery-powered radio in your booth is acceptable as long as the sound is kept low. If asked to reduce volume, please do so and maintain the acceptable volume for the remainder of the day.

**Q. What about security and medical help?**

A. Richmond Police Department, RMC Events and EMS will be on site. In addition, please see any volunteer immediately if you need help.

**Q. Can I bring a cooler?**

A. Yes. It's a long day if you're a vendor, so snacks and cold drinks can be refreshing and acceptable, as long as you are not selling the items (unless you are a food vendor). No outside alcoholic beverages or glass bottles of any kind are permitted in the park. All bags/coolers/etc are subject to search by RMC.

**Q. Can I bring my own tent with my logo on it?**

A. Sure! Marketing is important and if you want to make your tent stand out, feel free to bring it. Please inform VA Pride if you plan on bringing your own tent, so we don't put one in your space.

**Q. What about \_\_\_\_\_?**

A. Please send us your questions at [info@vapride.org](mailto:info@vapride.org). As an all volunteer team, we will respond as soon as we can with answers.

**Thanks for being part of PrideFest 2016!  
We look forward to seeing you and hope  
you have as great a time as we will!**

