



**Vendor Information - Staunton Pride 2024 Festival
Saturday, October 26th 12-5pm
GHP Bandstand Area**

Welcome to our Staunton Pride 2024 event! We are so grateful to see and feel the community's excitement for this event – thank you for being a critical part of it!

Staunton Pride 2024 will take place in Gypsy Hill Park in the Bandstand area of the park. We plan to have mainstage entertainment on the Bandstand, a vendor village, Beer Garden area, Warm Room and Health and Wellness hub, and Activity area.

Vendors will receive a (predetermined and preassigned) 10' x 10' space. Vendors are responsible for bringing their own pop-up tent/shelter, tables, chairs, and display/decor materials.

Once your vendor fee has been paid and confirmed, you will receive your Vendor Number assignment and specific event loading logistics and instructions in a separate communication.

Last year, we had an estimated 5000 attendees and it was our largest event yet! We are hoping to see an increase in that number this year!

VENDOR SCHEDULE

Vendor Check-in/ Setup Begins 9:00 AM

Vendors MUST arrive by: 10:30 AM

Vendor area will be closed off permanently to vehicles at 10:30AM

Festival Vending Hours 12:00 PM - 5:00 PM

Teardown 5:00 PM - 7:00 PM

FOOD TRUCKS and VENDORS:

All food truck vendors (and anyone selling food for consumption) must have a valid business license and are responsible for Staunton sales (5.3%) and meals (7.0%) tax. Vendors must provide proof of a valid health permit and proof of insurance.

FOR-PROFIT VENDORS:

All vendors are responsible for Staunton City retail sales tax of 5.3%. All vendors selling items for profit must have a current Virginia business license.

VENDOR FAQS

FEES

All vendor fees **must be paid in advance to reserve a vendor space.**

SETUP

Vendor vehicles will be allowed to park around the loop of the bandstand area to aid in unloading/loading during the times **9:00am-10:30am** and during teardown from **5:00pm - 7:00pm.**

****NOTE**** For *safety* concerns, the City of Staunton and SP leadership have decided to minimize the number of vehicles inside the festival footprint (Bandstand area) Vendors may only drive in to unload their vehicles and drop off items. We'll have more details in an upcoming communication. Volunteers will be present to help quickly unload and move all items to and from your designated festival vending location!

Specific instructions and details (including maps) will be communicated to vendors prior to the event.

Vendors are responsible for bringing their own pop-up tent/shelter, tables, chairs, and display/decor materials. Please secure tents and equipment using weights, buckets, sandbags, etc.

ADDITIONAL RULES AND REGULATIONS

Staunton Pride is working closely with the City of Staunton and will be planning the event in full accordance with federal, state and local laws and guidelines. Vendors are expected to comply with such guidelines and regulations in order to participate in our 2024 event.

Indemnification: Vendors on behalf of itself and its affiliates will protect, indemnify and hold harmless Staunton Pride/Shenandoah LGBTQ Center, City of Staunton and their agents or employees, against any and all claims or liability for losses, injury, or damages of any type arising out of or resulting from or in connection with the Vendor's work, activities or participation in the Staunton Pride events. Staunton Pride, Shenandoah LGBTQ Center or the City of Staunton are not liable for lost, damaged, or stolen exhibitor property.

Please note that payment of vendor fee is acceptance of these rules and conditions as set forth by the Staunton Pride leadership. Non-compliance of these rules and regulations will result in removal from the festival and forfeiture of any vendor fees paid.

Our Pride Values:

- to build visible community and foster stronger community connections*
- to create space for dialogue rooted in equity and social justice*
- to always center queer joy and resilience*

To that end, our Pride Leadership are encouraging vendors to:

-Commit to pursuing equity and creating an inclusive environment for the community. Staunton Pride proudly partners with entities that do not discriminate on the basis of sexual orientation, gender expression or identity, HIV status, sex, race, color, religious creed, marital status, ancestry, national origin, medical condition, pregnancy, disability, or age.

-Consider accessibility in your planning for Pride – from how you display your items, to how you might engage with your community. Disability can include mobility, hearing, visual and hidden disabilities. We will have ASL interpreters stageside, a quiet area designated in our Health and Wellness hub, and other accommodations upon request by our community.

-Consider sustainability in your planning for Pride! Consider compostable, biodegradable, reusable, or recyclable materials! We'll have Black Bear Composting, and volunteers onsite encouraging recycling.

Questions? Email AnhThu Nguyen at hello@stauntonpride.org.