

Portsmouth Pride – 2024 Vendor Packet

Vendor Manager (On-site contact):

Nicky Wells (she/her, he/him, they/them)
[portsmouthpride.vendors@gmail.com]

VENDOR TERMS AND CONDITIONS

Prior to the event, you will receive a sitemap with your tent number. Your location is fixed and tents may not be moved, swapped, shared or otherwise sublet to other vendors. Portsmouth Pride does retain the ability to move your tent as needed but will notify you of any changes. Vendors are required to bring their own tables, chairs, and any other items required for set-up and booth display. Utilities such as power and water are not provided. Hand-trucks will not be provided. There is absolutely *no driving on Festival Park grass*. You will be able to use the loading area on the map to drop off items before parking.

For food truck vendors - your parking spot is first come first serve due to limited space. Please do not line up earlier than 8am.

*You may unload at the Pavilion traffic circle before parking in Vendor Parking. Access to Vendor Parking (City Hall - 801 Crawford) will be from 8am to 9:30am. **Vendor parking will be closed promptly at 9:30am. Vendors must be set up by 10:30am (no exceptions) and staffed throughout the day until at least 4pm. Food trucks must be parked and set up by 10:30am and staffed throughout the day.** Volunteers may provide brief breaks but you are responsible for manning your booth. If you have an emergency and need to leave, please notify the vendor manager as soon as possible. *Break-down is from 4pm -6pm.**

Vendors are required to dispose of any garbage in the bins provided around the festival. Any bulk trash (broken down boxes/packaging, etc.) must be taken with you. Please leave your tent space as you found it. *If you leave excessive trash at your tent space you may not be invited to return for future events.*

Tax and Legal

Vendors must comply with Commissioner of Revenue requirements [https://www.portsmouthva.gov/191/Business-Taxes]. Food trucks must comply with the Planning Department requirements [https://www.portsmouthva.gov/454/Food-Truck-Program] and must have health inspection certificates available if requested. We also require that food trucks provide a menu of items that will be for sale (if this changes please provide the updated menu). All vendors selling food or retail items are required by Virginia State Law to charge/include tax with every sale and have a VA Tax number. You MUST charge tax based on the current Virginia Tax Rate for the City of Portsmouth. [https://www.tax.virginia.gov/retail-sales-and-use-tax]. If you are a non-profit, you must have your 501(c)(3) to be a vendor - while we do not need a copy, we may request it at any time if we need to confirm your status. If you are non-profit, no sales are allowed, only information and

registrations for your organization. Failure to comply is forfeiture of your payment and Portsmouth Pride bears no responsibility to any penalties enforced by local compliance authorities.

Games of chance, raffles, or other lottery type games must be approved by Portsmouth Pride prior to the event. All games must be free of charge, no currency of any type can change hands.

Grab bags/mystery bags are permitted for sale – however, the vendor manager must check the contents of the bags prior to being sealed.

Items categorized as adult (18+) materials, weapons (real or prop/replica), hate or drug paraphernalia are prohibited for sale (nor may they be given away or displayed). Contraceptives and other health-related devices by vendors representing healthcare services. Any vendor with items deemed to be in the above categories will be asked to remove them.

Portsmouth Pride does not condone the sale of any merchandise that violates United States copyright laws.

Any theft should be reported to the vendor manager and proper authorities. Portsmouth Pride is not responsible or liable for any losses of merchandise.

Access to the VIP area is not included in your vendor status and is only available to sponsors.

All paperwork and payments must be received by April 30th, 2024. If you have any concerns or questions please email the vendor manager.

Portsmouth Pride will not be held responsible for cancellations due to national emergency, civil disorder, governmental directive, natural disasters or adverse weather. Cancellations due to a personal emergency will be handled on a case by case basis.

Any vendor in violation of Portsmouth Pride terms and conditions may be asked to leave the event at the discretion of the organizers. Vendors removed from the event for any reason will not be issued a refund.