

## **QCPRIDEFEST 2012**

# **Vendor and Exhibitor FAQs:**

**Q. What are the hours for the festival?**

- A. Saturday, 6/2/12: 12:00 PM to 12:00 AM
- Sunday, 6/3/12: 12:00 PM to 6:00 PM

**Q. Am I required to have a booth for both days?**

- A. No. We hope you will but we have opted to provide vendor space for Saturday only, Sunday only or both days.

**Q. How long do we need to staff our booths?**

- A. We are asking that your booth remain staffed until at least 9PM on Saturday; 5 PM on Sunday. We would appeal to your sense of professionalism as a business to assist us in providing our guests who arrive later the same festival experience as those who visit earlier in the day.

**Q. What is the size of the vendor space?**

- A. Spaces are 10' x 10'. Larger spaces are available at an additional cost. Please be sure to measure your area as you will not be allowed to vary from the dimensions for which you requested.

**Q. Will the vendor space be covered?**

- A. No. Tents are not provided. Tents may not be staked into the pavement. You must bring something to weigh down your tent. Be prepared for Iowa winds and inclement weather patterns.

**Q. How is it decided where vendors will be placed?**

- A. Vendor space is allotted by type of vendor, access to electricity for electrical booths, and by the receipt date of your application. Once the map has been drawn, there are no variations allowed.

**Q. How many vendors attend?**

- A. We anticipate 100-150 vendors.

**Q. How many people attend the festival?**

- A. We are anticipating 5000 + people in attendance this year. We will have live radio remote on site attracting visitors to the festival as well as preliminary advertising including an insert in the Quad-City Times a few weeks prior to the festival. Vendors who have returned their applications will be listed in the guide.

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**Q. Where does the festival take place?**

A. The festival will be in downtown Davenport's Rainbow district. Vendor booths will be located on West Second St between the Post office and Brown Streets and along Warren Street between River Drive and Third Street. The stage will face north on Warren Street with the backdrop facing the river.

**Q. What time can vendors begin to set up?**

A. At approximately 8 AM, the vendor welcoming committee will be available at the East gate. Vendors must check in at that gate to receive their space assignment. Vendors MUST be set up by 11:30AM on both days.

**Q. Is there a parking area for exhibitors?**

A. Limited vendor parking is available in SE lot of 2<sup>nd</sup> & Warren. You must enter through the alley via Brown ST.

**Q. Where can vendors unload their vehicles?**

A. Vendors will be able to unload their vehicles at the gate. All vehicles MUST vacate the festival site by 11 AM. NO EXCEPTIONS

**Q. Are tables and chairs provided?**

A. No. Unfortunately at this time, QC Pride is not able to provide tables/chairs.

**Q. Are there any refunds for no-shows or for poor weather?**

A. There are no refunds for any reason.

**Q. Is there a rain date?**

A. At this time, there is no planned rain date. Generally, Iowa rains are not lengthy and periods of dryness are usual on rainy days.

**Q. Is there a vendor assistance booth?**

A. The QC Pride Booth and the east entry gate will serve as a vendor assistance booth. Staff and volunteers will greet you upon arrival and assist you in any way they are able. There will be radio-equipped staff to assist you throughout the day as well.

**Q. How might have a successful showing at this event?**

A. We suggest that you make your booth attractive through the

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use of display and decorations. Remember, our festival is a celebration and our attendees seek enthusiastic vendors. You will want to entice them to your booth through creative strategy and provide them with exceptional customer service and energy. Our most successful vendors have been entertaining for shoppers and have anticipated needs prior to setting up (payment plans, bags for merchandise, drawings, games and prizes, samples, etc.) Our vendor committee is made up of professionals and will be glad to assist you with ideas.

**Q. Is canvassing and sampling allowed?**

A. Yes, canvassing and sampling is allowed around and inside an exhibitor's booth. It is suggested you seek prior approval with regard to the type of sampling to be done.

**Q. Can a vendor serve food and beverages?**

A. Only vendors with a health department permit are allowed to serve food and beverages.

**Q. Are vendor staffers allowed into the festival for free?**

A. We permit three staffers per booth in for free. Because of the low gate fee, we would hope your other staffers would be willing to contribute to the cost of our festival (\$5.00).

**Q. Are vendors allowed to raise funds?**

A. Yes. In addition, this year, non-profit agencies will have containers marked at the entry gate where attendees can donate \$1 of their entry fee to a particular organization.

**Q. Do all vendors need insurance?**

A. It is advisable. QC Pride, Inc is not responsible for vendor negligence.

**Q. Can I request to be an exclusive vendor?**

A. No. We are a festival about inclusiveness and will exclude no vendor based on the wishes of another vendor, therefore we do not engage in protecting vendors from fair competition.

**Q. Is there lighting for evening hours?**

A. There are street lamps and flood lighting for the festival however, we advise you secure some sort of lighting for the evening hours. The evening hours will provide you the opportunity to serve a lively crowd and you may wish to illuminate your booth accordingly.

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**Q. Are there guidelines for vendors/exhibitors?**

A. Yes. The following guidelines will be strictly enforced:

1. Alcoholic beverages not allowed outside of designated area; no underage drinking
2. Be respectful of all
3. No fighting, no weapons, no disrupting vendors/performers
4. No nudity
5. Vendors/performers/customers agree to abide by the authority of QC PrideFest officials in promoting and organizing this event.
6. Vendors or their representatives agree to be present for duration of festival.
7. Pets must be leashed and under control at all times.
8. Vendors are to treat all attendees with respect, dignity and professionalism!
9. QC PRIDE, Inc. assumes no liability for theft, personal injuries or property damage and vendor agrees to hold harmless QC PRIDE, Inc. against same

Jeff and his staff of volunteers will greet you at the east gate beginning at 8 AM on the 2<sup>nd</sup>! You will receive a vendor packet with a namecard, your 3 tickets and a map of the area. You may decorate your booth in whatever manner you wish! Please remember to staff your booth until 9 pm or later as there will be an entire different crowd as the evening turns to dusk!