

# The Modern Green Book Vendor Guidelines & Expectations



Date of Event: August 26, 2022

Event Name: TheMGB Culture and Community Fest

Host: The Modern Green Book Foundation/Theo Edwards-Butler

Location: SLOSS Furnaces

## Section 1: Expectations and Rules

- The Modern Green Book (TheMGB) will be present during the event's entirety. TheMGB will provide you with the space requested on your application. Tents, tables, and chairs are only provided if requested to rent on the application.
- TheMGB will provide the business with a Swag Bag/Box Day of the event.

The Vendor is required to:

- Arrive and set up during registration/sign up 8:30 am-11:30 am - any business or organization that arrives after registration is subject to a late fee, as described in section 2.
  - Registration will be at the main entrance next to the parking lot.
  - A map and layout will be sent out two days before the event, a list of personnel, and your booth location.
  - We prefer businesses to arrive at specific times. Please see below for preferred arrival times to ensure a smooth and easy morning.
    - Food Vendors (Booths, Trucks) can begin arriving by 10 am (they will have a separate entrance because of their vehicles)
    - Retail Vendors can begin arriving by 9 am
    - If you need to arrive earlier than your designated time, please contact Theo to specify.
  - No cars are allowed inside the venue, and all retail & info vendors must use a designated drop-off zone for loading in and out.
    - Volunteers will be available to walk you to your space
    - Carts available to help with carrying products to space
- We encourage vendors to stay for the entirety of the event. However, please let us know at least one week prior if you have to leave early.
  - Vendors who need to leave early are not permitted to drive cars to the entrance.
- All vendors must work in their assigned space(s).
- Vendors are not permitted to sell any beverages unless they receive special permission. (Soda and Water Only) Specialty Drinks are permitted.

- Info vendors are not permitted to sell any items but can collect donations.
- All vendors must bring their staff.
  - Booth sitting is available for those that come on their own and need to run and get food or a bathroom break!
  - Booth sitting is a free service, but we hope you tip our volunteers.
  - If you need a booth sitter, please text 502-322-4332 with your name and booth number!
- All vendors must bring their tables, tents, and power (if needed). Tables, Tents and chairs are available for rent and are on a first come, first served basis.

## **Section 2: Payments, Additional Fees**

- Vendor will be invoiced via square, and Vendor Info & Standards will be attached to invoice
- We are limited on space, so your spot will only be held with payment. We are on a first come first served basis, so we encourage vendors to pay asap as we will fill up.
- Fee must be paid in full
- Fees & Important Dates
  - Early Bird Special: Through May 31 (10%off)
    - Nonprofit/Info - \$75
    - Retail - \$100
    - Food & Beverage - \$150
  - \$10 late fee after August 1

### Payment Plans

- Payment plans are available for those who want to pay their vendor fee off over the course of the summer!
- All plans must be paid in Full by August 1.
  - If not paid by August 1 a \$5 late fee will be added weekly until the Fest.
- Options
  - Pay in Full
  - Pay in 2 Equal Payments
  - Pay in 4 Equal Payments
- Please note that your vendor space is not reserved until the first installment is paid or paid in full.

### Additional Fees

- City Tax
  - The City of Birmingham will be collecting taxes on **Retail & Food** vendors. Green envelopes will be provided in your swag bag or box and collected at the end of the evening. This must be given as cash or a check and made out to the City of Birmingham.
- Late Fees

- All businesses or vendors who arrive after 11:45 am the day of the event will be required to pay an additional \$50 late fee unless you have given us a week's notice.
- Extra Space
  - If a business does not ask for extra space before registration, the additional space fee will be charged as a full booth rental. Instead of prorated amount. (\$50 - 10x15, \$75 - 10x20)

#### Refunds

- Refunds are given up until August 1. Any cancellations after that date or no show the day of will not be refunded.
- If the Fest has to be canceled (and not rescheduled) before the day of, All refunds will be given.
- If the event has to be rescheduled due to inclement weather etc. Refunds will be given to those who can not attend the rescheduled date, but they must fill out the refund request form within the given time frame. The form will be emailed.

#### **Section 3:** Garbage Removal, Set Up & Breakdown

- Check-in will begin promptly at 9 am, and a more detailed check-in process will be sent on August 7 via email.
- Each Business is responsible for setting their garbage out at night's end to be collected. There will be some garbage cans around the area, but please bring your own garbage can and bags if you know you will have excessive amounts. Bags can be placed in a neat pile at the end of the evening in front of your space tied up.
- If you recycle, we can make arrangements to pick up your recycled bags.
- Volunteers will remove trash throughout the day as well.
- Break down
  - Your Area must be cleared out no later than 10 pm.
  - We ask that you break down and bring your cars to the loading zone. Cars are not permitted in the venue until 9 pm.
  - We encourage vendors to stay with us the who day. However, if you need to leave early, please text 502-322-4332 and let us know. We ask that Vendors stay at least until 6 pm

#### **Photography and Videography**

We will be taking photos and video footage throughout the day. These photos will only be used for The Modern Green Book in our publications, social media, and blog

#### **Host Info**

If you have a question or emergency before or during the event, please call or text (preferred) Theo Edwards-Butler at **502-322-4332** or email before the event at **[themoderndreengook@gmail.com](mailto:themoderndreengook@gmail.com)**.

We thank you for your support in making this day awesome! By filling out the application and paying your vendor fee, you are stating that you understand and agree to all of the above.

We are here to help you, so please don't hesitate to reach out if you have any questions or concerns!