

# HALLOQueen FEST

Family Friendly Fun 🍷 Entertainment 🍷 and More

## VENDORS PACKET 2022



Drag Queen Storytime-Kentucky  
PO BOX 20323  
Louisville, Kentucky 40250  
[WWW.DQSTKY.ORG](http://WWW.DQSTKY.ORG)

HalloQueen Fest Questions regarding the policies and procedures outlined should be directed to our Information Line  
[info@dqstky.org](mailto:info@dqstky.org) OR (502)-294-8092

# Rules, Regulations, and Guidelines

## Section 1:

OUR MISSION-Drag Queen Storytime-Kentucky's mission is to provide inclusive, accessible, and culturally diverse educational programming for Queer youth and families.

Drag Queen Storytime-Kentucky is not liable for vendor products or issues arising from the sale of such. This includes food vendors; vendors are not required to carry insurance; however, a policy with at least \$1,000,000 in general liability coverage is **strongly** encouraged.

## Section 2:

1. This is a RAIN OR SHINE event. HalloQueen Fest will not cancel the event for any reason due to the weather.

Booth Assignments: Booth Spaces are 10'X10' and 10'X20'. The event only provides space. You are responsible for your tables, tents, chairs, etc. All your merchandise must fit within this space.

1. Tents are required for participation in the market.

A. With approval, you may create a custom display with carts, trailers, etc., and be exempt from the tent requirement. Renderings or photos must be provided to the event coordinator before setup.

B. Uniqueness and creativity in your setup are encouraged. Any Halloween Themes are **VERY** encouraged.

2. Tables must be draped or nicely covered.

B. Signage may be placed near your booth advertising your items. Signage includes real estate signs, frames, and banners. Signage may not be excessive or impede the traffic to another vendor's booth. Under no circumstance can signage be placed in walking traffic flow or walkways. This is a public right of way. Signs will be taken down and will not be returned to the vendor.

C. Assignments will be made at the discretion of the event coordinator and to preserve the quality and flow of the event. Assignments will be a load-in when you arrive at the event.

D. Parking Passes will be provided when checking in. Only two passes per entry.

Vendors are to ONLY park in the vendors' lot.

E. Power Access and Generators: Electricity will be available for Vendors who have paid for power supplies. Vendors will access one 110Volt G.F.I. outlet on a 20- amp or 30-amp breaker. Vendors are responsible for covering all cables and wires in their booth and MUST always be protected. Extension cords, splitters, etc., will NOT be provided. Please plan on bringing a minimum of 150 feet of extension cord and any additional equipment you may require

to the event. Please be considerate of your neighbors who may also need access. Consider battery-operated devices as an alternative.

F. FOOD VENDORS ONLY. Generator use must be a whisper-type device. Excessively noisy generators or those producing smoke or gas are strictly prohibited.

### Section 3:

#### Booth Operations:

A. Booths must be staffed the entire duration of the event.

B. Prices: Vendors must display prices for their items at all times. Creativity is encouraged in the display of pricing.

C. Business cards, flyers, and free samples that promote the vendor's approved works are permitted; however, walking around the market site to advertise, pass out pieces, or distribute flyers are not allowed at this market.

1. Hawking or aggressive sales are prohibited. You may approach customers, but do NOT be aggressive or touch them in any way.

D. Vendors will not be permitted to sell or serve alcoholic beverages of any kind. Failure to comply with this rule will result in immediate and permanent expulsion from future events.

E. No products containing illegal or controlled substances are permitted at the market.

F. Staff will do everything possible to keep like items at a minimum.

G. Vendors are responsible for collecting Sales tax.

H. Extra merchandise must be within your designated area.

I. Extreme loud music or extreme smells are prohibited at your booth.

#### Pets:

1. Pets are allowed on the event grounds. Vendors must follow the rules and regulations applicable to their business regarding the presence of animals.

A. All pets must have identification tags with the owner's information.

B. All pets must be on a leash that is tied down or held at all times.

C. All pets must be well behaved: biting, excessive barking, or other noises will not be tolerated.

D. Please use common sense when bringing your pet into a crowded area and when it is extremely hot or Cold out.

E. Pick up after your pet! HalloQueen Fest will not provide bags. Bring your own.

#### Section 5: Setup/Breakdown Process:

1. Check-In begins Friday October 7<sup>th</sup>, 2022

2. Oct 7<sup>th</sup>, 2021, Friday from 6:00PM-8:00PM

3. Oct 8<sup>th</sup>, 2022, Saturday 6:00AM-10:00AM

4. All vendors must check-in during that time frame to avoid being marked as late or no call/no show. Anyone arriving after check-in will be turned away.

A. ***Vendors are responsible for setting up their booths. The event staff is not available to assist, and volunteers are not guaranteed.***

B. Location of booths: Spaces are designated by a numbered stake/flag in the center of your selected space. Your booth number will be on the stake/flag.

2. Setup: All vendors must be unloaded in the designated Unload and loading area. This is a safety issue, and no exceptions will be allowed.

A. If your setup requires significant maneuvering or extended vehicle-at-booth time, you are responsible for arriving early enough not to disrupt or impede the format of other vendors.

B. Driving: You may drive your vehicles to the unload area to drop off your items at your space. You are required to unload your car and remove it from the grounds promptly and courteously. This means you may drop off your items, not remain parked until you are completely set up. Park and return to finish your setup.

C. Parking: Everyone must unload and park their vehicle in one of the designated vendor parking areas.

6 If you need handicap parking access, you must have a valid placard on your car and submit a request, in writing, to the event coordinator.

D. Vendor parking is available in the O.N.E. location.

3. Load-Out Procedure:

A. Vendors may begin packing and cleaning their spaces no earlier than October 8<sup>th</sup>, 2022, until 11:30 PM, regardless of the level of traffic.

B. Ensure all trash is picked up from your space. Would you please break down cardboard boxes?

It would help if you took your trash. Suppose you wish for us to handle your waste. There will be a trash fee of \$100.

C. Food vendors must take their greywater and oil with them. We do not have a disposal site.

4. Cancellations:

A. All cancellations need to be made in writing no later than the time indicated on the application.

## Section 6: Rules & Etiquette

1. Vendors must be aware of, keep up-to-date, and comply with current festival rules, regulations, and guidelines. Management reserves the right to modify the policies, rules, and regulations at its discretion at any time. While we will make every attempt reasonable, be aware that violators may be banned from future participation even though their work may have been approved and booth rental fees paid.

2. Only approved vendors will be allowed to participate.

3. The event coordinator has the right to stop you from selling items that were not approved, even if you have sold them in previous years or at other events.

4. Vendors shall conduct themselves professionally and courteously while participating in the event.

5. Business cards, flyers, and free samples that promote the vendor's approved works are permitted; however, walking around the festival site to advertise, pass out pieces or distribute flyers are not allowed at this event.

6. Vendors will not be permitted to sell or serve alcoholic beverages of any kind. Failure to comply with this rule will result in immediate and permanent expulsion from the festival.

7. Vendors must comply with all levels of federal, state, local, etc., regulations for their particular business.

8. Vendors are responsible for collecting tax.

9. Vendors may not be under the influence of drugs or alcohol while participating in this event.

10. Vendors are required to leave their space better than they found it. Failure to do this may result in you being barred from future participation and charged a \$300 Fee.

11. All food vendors are responsible for adequately taking their oil and grease and disposing of it.

12. Vendors must treat all event staff, volunteers, neighbors, and visitors with professionalism and respect.

13. At no time is a vendor allowed to use an event logo without prior written approval from the event coordinator.

14. Vendors must refrain from using profanity, verbally or physically abusive behavior, dangerous, or disruptive to festival activities.

15. Slandorous or derogatory statements and other actions that denigrate your fellow vendors and their products and event staff and volunteers will not be tolerated.

16. No exhibitor shall assign, sublet, or apportion any part of their space without prior written approval from the event coordinator.

17. Generators are not allowed unless approved beforehand.

18. **NO LATE OPENINGS, NO EARLY CLOSINGS, NO EARLY BREAKDOWNS.**

**NO EXCEPTIONS.**

Anyone not complying with this rule may not be allowed to return next year.

19. Vendor personnel must manage the booths during the operating hours of the festival.

20. Drag Queen Storytime-Kentucky is not responsible for any loss or damage incurred to the vendor's property. The vendor also agrees to hold harmless and indemnify Drag Queen Storytime-Kentucky against any claims arising under their occupancy of the premises or use thereof.

21. HalloQueen Fest will have security provided overnight for the festival. Leaving your items unattended is at your own risk. We suggest packing and securing any valuable products overnight.

22. Vendor booths are 10'w x 10'd in size or 10'w x 20' d. Electricity is available but must be requested on the application. Please be careful on tent sizes—if your tent is 12x12, you will NOT fit in a 10x10 space. If this distance is not maintained, your exhibit will have to be moved to the appropriate length. This is a public safety issue that is non-negotiable, so please select tents accordingly.

23. Please decorate your booth appropriately. Drag Queen Storytime-Kentucky reserves the right to require the removal of decorations that the event coordinator or employees of the event deem inappropriate or objectionable.

24. No radio, loudspeakers, or other amplification equipment is allowed in booths.

25. If you are a food vendor with propane tanks or special setup restrictions, please make sure the Event coordinator is aware of this to ensure placement of other vendors around your booth is appropriate.

26. We will have A.T.M.s on site. Wireless internet is not available.

27. No food or drink can be sold from any booth except at designated food booths without written permission from the event coordinator and proper Department of Health licensing.

28. Public safety is a priority. Because of this, vehicles are not allowed on the event site  
NO EXCEPTIONS.

29. By submitting your application, you authorize Drag Queen Storytime-Kentucky to utilize any photos or videos produced during the event to promote the event, now and in the future, across any media platforms. This includes, but is not limited to, photos of you, anyone working with you, your booth, and your products.

30. For you and HalloQueen Fest to have a successful and well-attended event, the staff must make decisions based on the good of the overall event and not just the wants and desires of individual applicants and vendors.

Section 7: Enforcement of Rules & Policies: Rule of thumb – you may not be caught the first time; however, HalloQueen Fest will eventually notify the Event Coordinator of your rule-breaking habits, and you will receive a warning:

1. The First Warning: written notification of which rule(s) are being broken.
2. The Second Warning: written notification with a \$100 fine due before participating at the next event
3. The Final Notice: written notification of your expulsion from future events.

## **Frequently Asked Questions**

3. What types of vendors do you typically accept? Food Vendors, Craft/Artist Vendors, Candidate, Nonprofit Organizations. Products containing alcohol in any form will not be permitted.

4. When will I get my booth assignment? Booth assignments, parking passes, and other setup details will be when you arrive at the event. HalloQueen Fest will also post a vendor list with selections to the Drag Queen Storytime-Kentucky website.

5. What if I do not have an email address? Communication is done almost exclusively through email. You are required to have a valid email address. There are many ways to get and access a free account.

6. Do you provide tents, tables, chairs, etc.? No, we do not. **TENTS ARE REQUIRED.**

7. What kind of tent can I use? We only accept 10x10 straight-leg tents. We do not take 12x12 or more prominent, slanted legs or fancy tents with different protruding sides. Stakes longer than 8 inches are strictly prohibited as they will damage our underground systems. Weights are strongly encouraged.

8. Do I have to have insurance to participate? Activity providers and prepared on-site food vendors are required to have insurance. Insurance to protect yourself from liability is strongly encouraged for other vendor types.

9. What if the weather is bad? HalloQueen Fest is an outdoor event in Kentucky. It would be best if you were prepared for all types of weather. **NO REFUNDS WILL BE GIVEN FOR THE WEATHER.** In the event of a serious threat such as a hurricane or health emergency, we will communicate a plan of action at that time.

