



2018 Exhibitor Guidelines

October 12th-14th

Application Form: www.roanokegofest.com/vendor-application

2018 PRICING STRUCTURE HAS CHANGED, PLEASE REVIEW CLOSELY.

Event Details:

- There were over 36,000 attendees at the 2017 Go Outside Festival (GO Fest).
- **We are a non-profit event and accept exhibitors that further our mission to connect people with the outdoors through outdoor recreation and education. Acceptable exhibitors are organizations with a focus on human-powered outdoor recreation and outdoor education (hiking, paddling, climbing, cycling, etc.).**
- The festival hours are Friday 6:00 – 10:00 PM, Saturday 10:00 AM – 10:00 PM and Sunday 10:00 AM – 5:00 PM. **You will be required to be operational Friday 6–9pm, Saturday 10am–8pm, & Sunday 10am–5pm** unless discussed and approved prior to the start of the festival. However, you will not be allowed to drive to your booth until after 10:00 PM each night.

Application Requirements:

- **Applications are due by August 1, 2018.** Any application received after August 1st will have limited availability when it comes to booth placement at the festival. A \$50 late fee will apply.
- Applicants will be reviewed by the committee and notified of their acceptance/rejection within **14 business days**.
- Approved applicants will be notified by email and will then have **14 business days to remit payment**. *Checks will be held in our safe until July 1 to be deposited in the same fiscal year as the event. Fees will not be refundable after they have been deposited.*
- We **STRONGLY** encourage exhibitors to offer activities to festival goers. In order to receive a discount, activities must be approved by the festival committee. The better your activity, the more attractive your booth will be. *Acceptable activities are directly related to human-powered outdoor recreation and outdoor education (hiking, paddling, climbing, cycling, etc.). Activities must occur multiple times throughout the festival weekend. Activities must be free to participate and not directly sell a product. We do not accept “yard games” as an activity.*

- **Examples of approved activities:** outdoor skills clinics, outdoor instructional classes, contests, outdoor races, and environmental education. If your activity is not approved, you will be given the opportunity to submit a new activity idea or pay full price for a booth space.

Exhibitor Fees:

- **Base Rate: \$1,250 (10' x 10' space)**
 - Discounts - **You are eligible to apply for any or all of the discounts for which your organizations meets the criteria (subject to approval).**
 - Activity Discount: -\$350 (approved activities only)
 - Small Business or Non-profit Discount: - \$650
 - Club Discount: -\$200
 - Add-ons
 - Extra 10' x 10' space: +\$200 (contact us if you need more than a 10' x 20' space)
 - Electricity: + \$100 (one 20 amp/110 volt drop cord only)
 - Parking at site: +\$250 (for approved logoed vehicles only, must email picture to vendor coordinator)

Exhibitor Booth Regulations:

- All exhibitors must provide their own displays, tents, tables and chairs. If an activity is provided all necessary equipment is the responsibility of the exhibitor, including purchasing electricity if needed.
- **All exhibitors must vend during the entire festival vending hours. Friday 6pm-9pm, Saturday 10am-8pm, Sunday 10am-5pm.**
- As a green event, we do not allow bottled water give-a-ways.
- Fees will be deposited starting on July 1, 2018 and are not refundable after they have been deposited.
- There will be no electricity available unless specified by your application and fee is applied. Electricity is provided by generators and is very limited; therefore, your request for electricity may be denied upon exhibitor acceptance if you are applying late.
- There is no parking on the festival grounds unless you have paid for a logoed vehicle to be part of your display. Approved paid vehicles will receive a parking pass upon check-in. Any vehicle without a parking pass will be asked to move. If we cannot find the owner the vehicle will be towed from the festival grounds.
- If you are selling a product you will be responsible for paying the [City of Roanoke sales tax](#).