



## 2019 GO FEST Exhibitor Guidelines

Oct. 18-20, 2019

GO Fest Exhibitors show the spirit of GO Fest by supporting human-powered outdoor recreation and/or outdoor education as part of their organization's core purpose. Thank you for your interest in being a part of GO Fest!

### Application/Approval Process

- Apply by August 1st to secure our Early Bird price. The fee increases after that, as does the competitiveness of available space. We typically sell out of all 190 vendor spaces months before the event.
- We may not be able to consider applications submitted after October 4th.
- Exhibitor applications will be reviewed and approved or denied by the committee within 14 days.
- Once approved, exhibitors have **14 business days to provide payment.**
  - Once payment has been deposited, it is non-refundable.
  - Checks provided prior to July 1 will be held in our safe to be deposited during the same fiscal year as the festival (after July 1)

### Vendor Fee: \$1,250 before Aug.1 or \$1,300 after (10' x 10' space)

- **Discounts** - You may apply for any of the following, all are subject to approval by the committee:
  - Activity Discount - **\$350 discount**
  - Small Business or Non-profit - **\$650 discount**
  - Club - **\$200 discount**
- **Add-ons**
  - Extra 10 x 10 space (contact us if you need more than a 10' x 20' space.) **+\$250**
  - Power: use of two 20 amp outlets + **\$100** and you must provide your own 100' or longer 20 amp/110 volt extension cord.
  - Parking at your booth + **\$250** and you must provide a photo of your vehicle to the vendor coordinator prior to approval.
- **Wifi- NEW!**
  - Access to WiFi on the grounds + **\$75**
  - Your own network + **\$250**

### Activities -Optional, but encouraged!

The Activity Discount will be approved if your activity meets the following requirements:

- It fits the spirit of the festival
- It occurs multiple times throughout the festival
- It is free for participants
- It does not directly sell a product
- It does not duplicate another exhibitor's activity

## Please carefully consider the following points as they will be part of your agreement with Go Fest.

### **Exhibitor Requirements** - As an exhibitor, you must:

- Maintain open booths during the following hours:
  - **Friday 6 p.m. - 9 p.m.**
  - **Saturday 10 a.m. - 8 p.m.**
  - **Sunday 10 a.m. - 5 p.m.**
  - *You may wish to stay open outside of these hours, that is your prerogative.*
- Maintain a representative on-site throughout the event. This will be our “Go-to” person in the event that we need to be in touch with you.
- Keep vehicles off of festival grounds during festival hours and wait to break down until the end of the festival: **5 p.m. on Sunday**. You may not park on the festival grounds without a permit.
- Provide your own displays, tents, tables and chairs, as well as any necessary equipment for activities.
- When selling a product, pay **City of Roanoke sales tax**.
- Abstain from selling or giving away bottled water, glass containers, and eliminate other waste wherever possible.
- Secure your booth outside of vendor hours. GO Fest is not responsible for damaged or stolen items and we suggest locking up or removing valuables at night.
- Make **GO Fest** a co-host on any related Facebook event for activities or events being hosted in relation to GO Fest.

### **Accommodations** - GO Fest will provide:

- A detailed informational email 1 month before the event to your Main Contact and On-site Contact, as well as a coordinator and committee to assist you as you plan to attend GO Fest.
- Staff on-site to address any needs or issues throughout the festival - available at the Info Booth.
- Space on the website and mobile schedule to promote approved activities - the vendor coordinator will be in touch to coordinate this.
- Early Set-up on Wednesday or Thursday prior to the event, as well as set-up on Friday before 4 p.m.
- Security for the festival as a whole - you may wish to hire your own security for your exhibit.
- Light towers throughout the festival grounds, though we recommend battery operated lights for inside your tents, sunset is usually around 7:30 p.m..
- Communal camp-fires around the festival. You may not have your own fires.
- Ice and WiFi (NEW in in 2019!) available for purchase.

