



Vendor Information Packet 2018

Hello Vendors! We are days away from Indy Pride 2018 Presented by Salesforce and we are excited to share all the information you've been asking for. We ask that you please take a few minutes to read this packet in its entirety as it will contain valuable resources for you as well as a couple of task items we need you to complete prior to the festival. If you were a vendor last year with us you'll notice a few changes regarding booth locations. This year we are pleased to have all of our Healthcare and Service providers clustered together in the Roche Diagnostics Heath Corridor as well as all our general vendors together in the Katz.Korin.Cunningham. Vendor Village. The layout of these areas presents a more natural aisle flow than years past allowing for attendees to walk freely up one aisle and immediately down the next thus hopefully increasing the impressions your booth will receive.

As you read through this packet, feel free to let me know if you have any questions or pressing concerns. We have done our best to give you a good load in and load out plan to make it as easy as possible for you. I've been a vendor myself in previous years and know that this process is not easy. I hope this works well for you all.

Thank you all so much for your support of Indy Pride and for helping make Indianapolis a city that truly welcomes all. We look forward to a great day with 40,000 of our closest friends and family.

With Pride,

Chris Schneider

Vendor Chair 2018



Section 1: Vendor Village & Health Care Corridor Locations

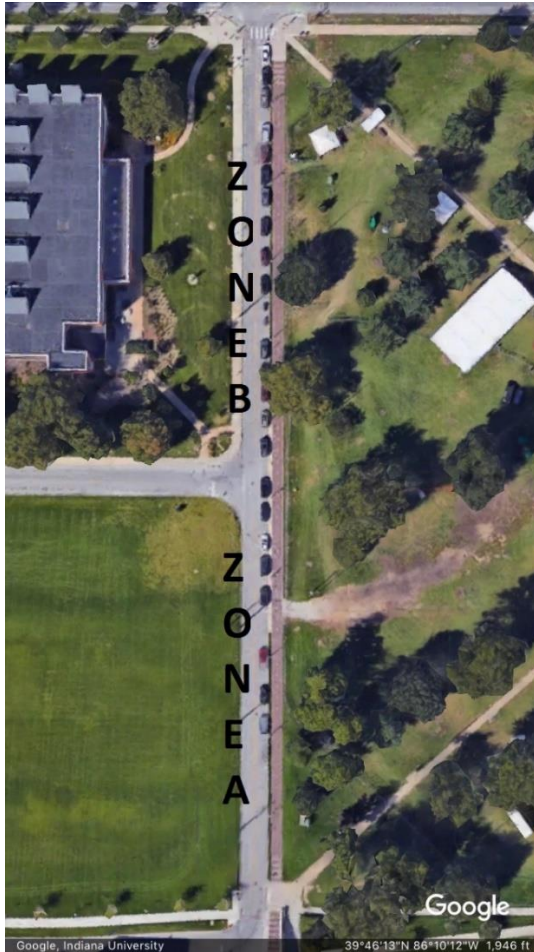


[Click Here to see the Festival Map and Booth locations](#)

Though the locations are listed here for you, please do NOT set up without checking in with us upon arrival. Vendor locations are subject to change should an unexpected situation arise and we want to make sure that you're in the right spot for the festival. Vendor check in will be in the park where Blackford and Ohio St meet. See load in map on page 5 for a visual.



Section 2: Food Zone Locations & Load In



Each space is 10x10 and each space will be marked for you to easily identify upon arrival. Please follow the same load in directions as the Vendor Village directing you to come down Ohio St towards the park. When you arrive, please park along Ohio St and come to the vendor check in table straight ahead of you on Ohio St. Once checked in, you'll be directed to your space(s). Load in times for food vendors will be **Friday from 7pm-9pm or Saturday Morning 7am-9am only**. Spot 1 is closest to center in each zone.

Gigi Cupcakes (Food Truck)	Zone A	Spot 15-17
Punch Burger	Zone A	Spot 2
El Venezolano Food Truck	Zone A	Spot 22-24
Kona Ice	Zone A	Spot 20-21
Kellys Concessions	Zone A	Spot 12-14
Stephenson Family Concessions	Zone A	Spot 9-11
Bee Roasters Coffee	Zone A	Spot 18
MBL Concessions	Zone A	Spot 5-6
Chill Out Inc	Zone A	Spot 3-4
Las Tortugas	Zone A	Spot 19
Georgia's Kitchen	Zone A	Spot 7-8
Pita Pit	Zone A	Spot 1
Hot Box	Zone B	Spot 2
Kountry Kitchen	Zone B	Spot 10-11
Ruth's Chris	Zone B	Spot 1
Three Spuds	Zone B	Spot 12
SMB Concessions	Zone B	Spot 13-15
Ice D'Lights	Zone B	Spot 16
DJ Brycycles	Zone B	Spot 9
Ardy's Concessions	Zone B	Spot 5-6
El Campeon LLC	Zone B	Spot 7-8
Soladine Concessions	Zone B	Spot 17-19
Spotz Gelato	Zone B	Spot 3-4
Market District	Zone B	Spot 20-22



Section 3: Vendor Village & Healthcare Corridor Load In (READ CAREFULLY)

Load in is always a challenging aspect of the festival for vendors. In order to make the process as easy as possible, we have allotted load in times for you on both Friday and Saturday. It is **STRONGLY** recommended that you load in on Friday in order to avoid delays the morning of the festival and to allow time for any problems that may arise to be solved. Our load in times are as follows.

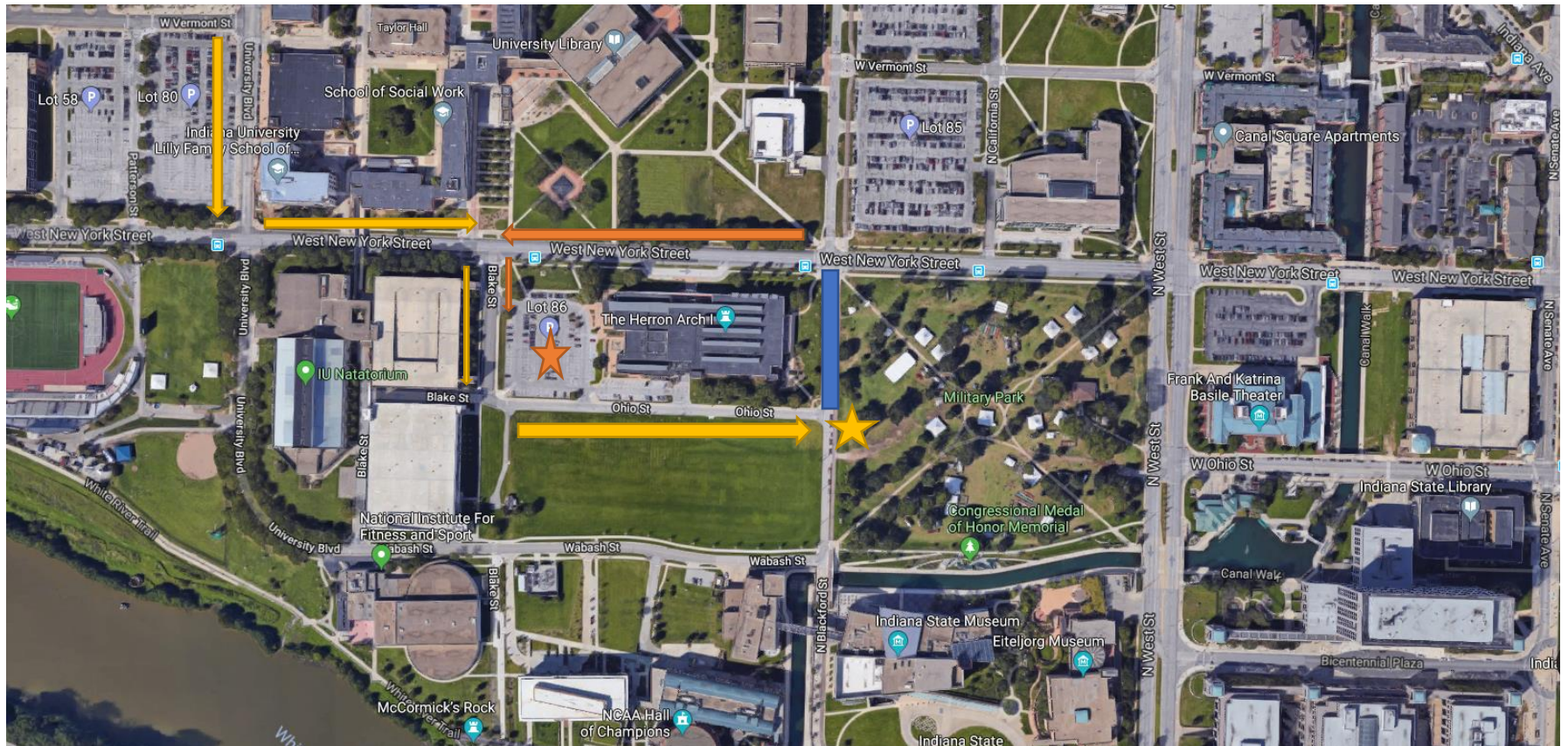
Friday: 7am-9am; 10am-12pm; 1pm-3pm; 5-9pm Saturday: 6:30am-9am

All booths must be set up by 9:30am on Saturday as we will be clearing the park to run a security sweep. Vendors must exit the park during this time and will be let back in prior to the festival opening at 11am. While you may come at the time that works best for you, we ask that you [CLICK HERE](#) to take a quick survey to let us know when to expect you.

Friday arrivals, please follow the directions located here:

- Entering campus from Michigan St, you'll want to continue on Michigan until you hit University Blvd. Turn left at University Blvd and continue until you reach New York St.
- Turn Left on New York and continue down to Blake St. Turn right.
- Follow Blake St to Ohio and turn Left continuing to Blackford. Turn left on Blackford and stage your vehicle in northbound lane (closest to sidewalk) for unloading. **IMPORTANT:** Before you unload, please come to the vendor check in tent which will be located where Ohio St T's into the park. There you will receive your vendor packet with your badges as well as a parking permit. Now, with these permits, we will ask that you leave us your Photo ID so that when you are ready to leave for the day, you can swing back by the tent and return the parking pass for your ID. We have to keep track of these as per IUPUI and can't have them walking away.
- Once you have your packet and parking pass, please unload your vehicle and move it to the designated parking area while you set up. We advise you to bring at least one other person with you so you can unload and not leave your items unattended. If you wish to park in a different area and carry your items in, you're welcome to do so but please see us at the vendor tent prior to setting up.
- Parking will be found as you exit onto New York St turning left and heading back to Blake St. Turn down Blake and the parking lot is on the left

Saturday Morning Arrivals: Entering campus from Michigan St, you'll want to continue on Michigan until you hit University Blvd. Turn left at University Blvd and continue until you reach New York St. You may park along the south lane of New York, closest to Herron Art School, between University and Blackford to drop your booth items off. You can also park for the day in a lot nearby and walk your items in. You'll need to move as quickly as possible though if you park on New York St as we anticipate large crowds for load in on Saturday. This is why we suggest Friday. It'll be much easier on all of us and will cut down on the stress. Please do everything you can to come Friday! Yes, I'm begging you. If you wait until Saturday, come as early as possible.



Yellow arrows= Load in flow Blue Zone= Unloading Orange Arrows= Parking while setting up flow. Yellow Star= Vendor Check In



Section 4: Family Zone, Vendor Village & Healthcare Corridor Load Out

Load Out will take place in waves. All vendors will exit at the corner gate of Blackford and New York St. When you leave, please lower your table and stack your chairs on top of it. Any trash you have remaining, please bag it up and leave it on top of the table and chairs.

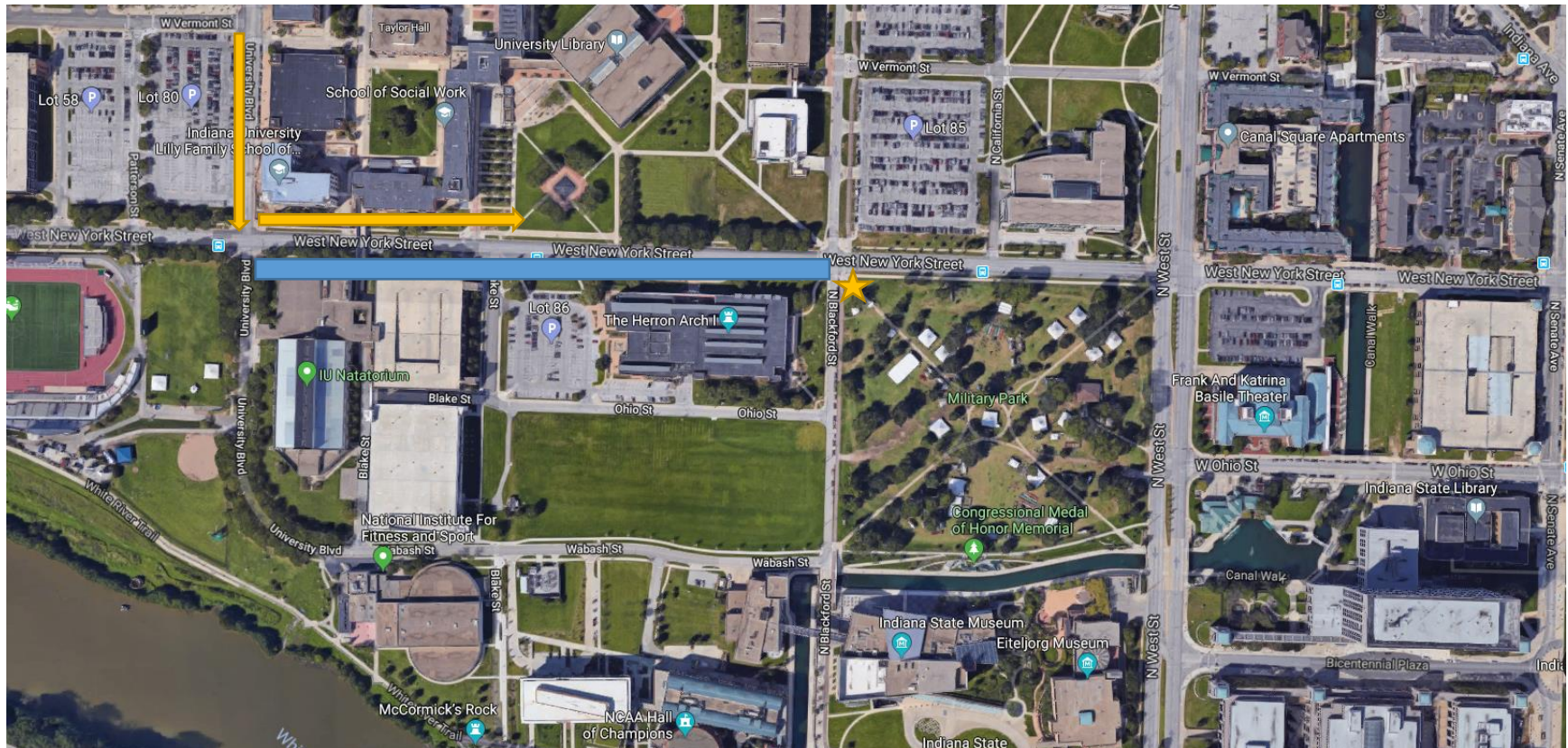
6pm- Family Zone Closes

8pm- Vendor Village & Health Care Corridor Closes (If vendors wish to leave early, you may do so starting at 7pm)

10pm- Food Zones Close (If you close early, that is fine but please note that you will not be allowed to bring any vehicles into the food zone until 10pm)

Load out vehicle directions:

Entering campus from Michigan St, you'll want to continue on Michigan until you hit University Blvd. Turn left at University Blvd and continue until you reach New York St. You can park along the south lane of New York Street between University and Blackford to load up. You'll need to load and move your car as quickly as possible though. Once you have loaded up, you will drive straight out of campus on New York Street. See map on next page for more detail



Yellow arrows= Load Out flow

Blue Zone= Loading Zone

Yellow Star= Vendor exit



Section 5: Insurance

Indy Pride strongly recommends that all Vendors, Concessionaires and Exhibitors carry General Liability insurance coverage of at least \$1,000,000 and names Indy Pride as an additional insured on their policy. If your company has a Certificate of Insurance available, please send that to Vendors@IndyPride.org no later than Thursday June 7th. If you need to purchase insurance for the day, you may do so by contacting your insurance provider or by using our preferred provider, Casswood Insurance. The cost with Casswood is \$65 and you can [CLICK HERE](#) to fill out an insurance application. Once insurance has been procured, please e-mail the COI over to me or bring it to the festival for presentation at check in. Should you NOT get insurance for the day, you will have to sign a waiver releasing Indy Pride, its sponsors and volunteers free of any and all liability in order to set your booth up.

Section 6: Booth Do's and Don'ts

Please respect the space you have purchased and those around you. All spaces are 10x10 and your marketing materials and such should fit within the space as to not encroach upon your neighbors.

You may play music in your booth as long as the sound stays within your designated area. Please note that no power is provided unless you purchased it and generators are NOT allowed on site.

Wi-Fi is not provided for you so please consider a hotspot if you are selling items via credit card at your booth.

Food sales are prohibited by vendors unless you are a designated food vendor.

Non-Alcoholic beverages (soda/water) can be sold by your booth but must match the pricing and sizing of the Indy Pride bars. No alcohol may be sold or distributed by any vendor. 12oz Soda is \$2 and 16oz Water/Sports Drinks are \$3. THIS WILL BE ENFORCED!

Smiles...these are mandatory by all and will help us get through the day together as a team. We're all here for the same reason and I am so grateful to have your support and to celebrate Pride with you. 😊

Additional Information can be found here: <https://indypride.org/indy-pride-festival/info/>



Section 7: Parking Options

Parking for the festival is not provided by Indy Pride. Parking will be available on the IUPUI Campus for a fee as well as in the general Downtown vicinity. If you wish to pre-book parking, we suggest you use our parking partner GATE Ten Events. Details can be found online at <https://squareup.com/store/gate-ten-events/>

Section 8: Emergency Information

In the event of an emergency, please seek out an Indy Pride Volunteer at the Info Tent or a public safety officer. See the link below for additional information on what to do in case of emergency or health related event.

<https://indypride.org/indy-pride-festival/emergency-plans/>