



Vendor Information Packet 2019

Hello Vendors! We are days away from Indy Pride 2019 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. This year we are pleased to have all of our Healthcare and Service providers clustered together in the Roche Heath Care Corridor as well as all our general vendors together in the Katz.Korin.Cunningham. Vendor Village and the Geico Family Fun Zone. The layout of these areas presents a more natural aisle flow 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 plan to make it as easy as possible for you to vend at the festival. 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 2019



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 New York St meet. See load in map on page 5 for a visual. *Spots not listed on the map are M12/N12/A11 and Family Zone spaces 19-21. The will be naturally added is on the ends in numerical order.



Section 2: Food Zone Locations & Load In



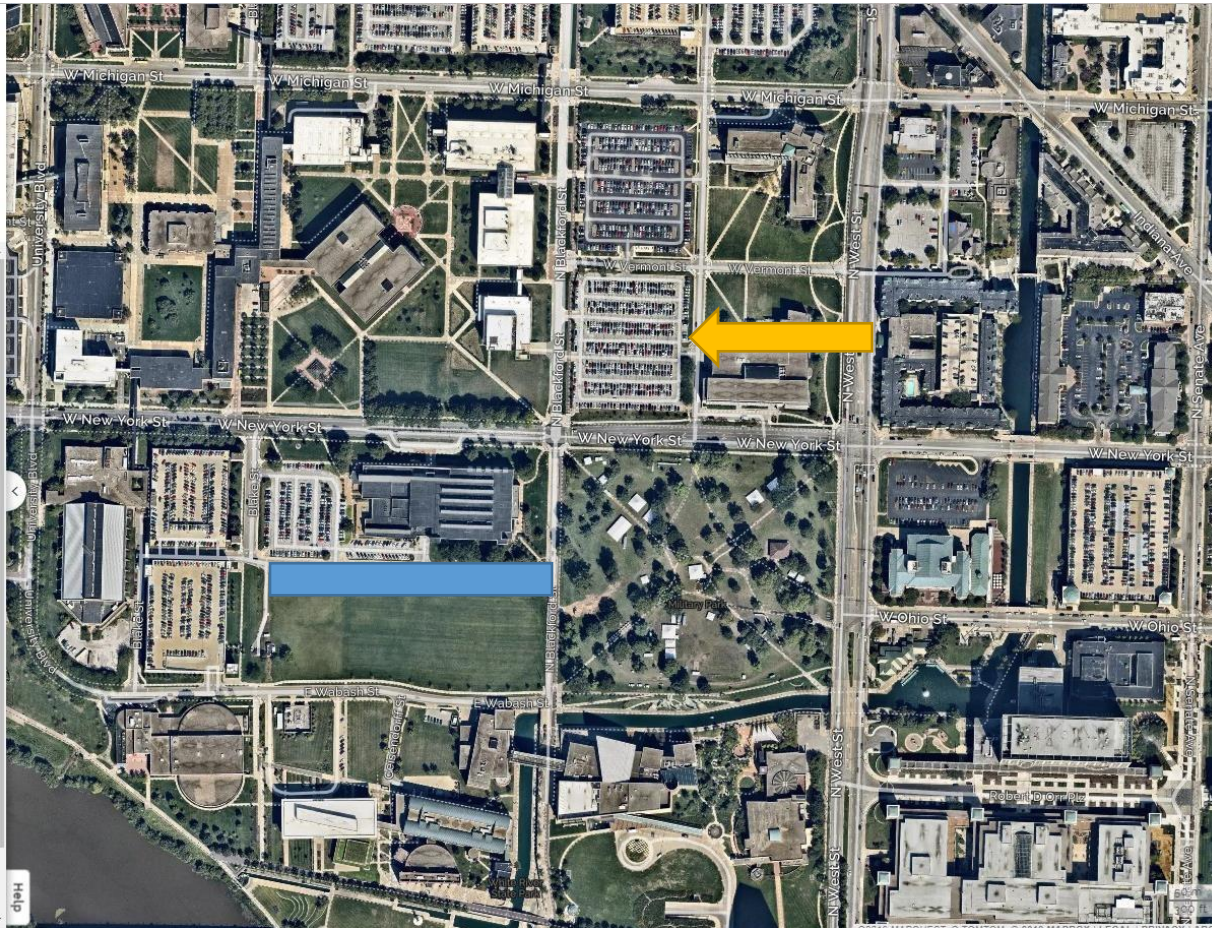
No alcohol may be sold or distributed by any vendor.
20oz Soda is \$3 and 16oz Water is \$2. 20oz Sport Drinks are \$5.

Each space is 10x10 and each space will be marked for you to easily identify upon arrival.

LOAD IN: Load in for food vendors will take place on Friday evening at 7:30pm. Please arrive between 7:00:15pm and stage your vehicle in the parking lot by the IUPUI Law School (see map). When everyone has arrived, we will direct you into your designated spot strategically so you can set up. If you cannot load in on Friday, you will be able to load in on Saturday morning but **MUST** arrive between 7-8am. Please email me if you cannot set up on Friday. vendors@indypride.org

Load Out: The day of the festival, we will have all food vendor loading vehicles park single file on Ohio St in the south lane. At 9pm we will close the food zone and begin to pull in vehicles one at a time to load their stations up once their station is fully broken down. This is a tight area as you know so we want to make sure vehicle load up goes as quickly as possible and no one is blocking a lane for a lengthy period of time. It will take time though so

Zone A	Hot Box Pizza	Space 1	Fine Harvest	Space 18
Zone A	Lick's ice cream	Space 2		
Zone A	Sasas Roasted Corn	Space 3 & 4		
Zone A	N&N Catering	Spaces 5,6,7		
	Stephenson Concessions	Spaces		
Zone A		8,9,10,11,12		
Zone A	Kona Ice	Spaces 13 & 14		
Zone A	Kelly's Concessions	Spaces 15,16,17		
Zone B	Ruth's Chris	Space 1	Sharmaine Corn	Space 16
Zone B	Wild Boar BBQ	Space 2	MBL Concessions	Spaces 17 & 18
Zone B	Papa Floyd's Polar Snow	Space 3		
Zone B	NorthStarCatering	Spaces 4,5,6,7		
Zone B	Las Tortugas	Space 8		
Zone B	Georgia's Kitchen	Spaces 9 & 10		
Zone B	SMBConcessions	Space 11		
Zone B	Roosters Kitchen	Space 12		
Zone B	Ardy's Concessions	Spaces 13 & 14		
Zone B	Greek's Pizza	Space 15		



Yellow Arrow points to parking lot for staging on Friday. Blue Zone is Ohio Street for Day of Parking



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;4-7pm Saturday: 7:00am-9am

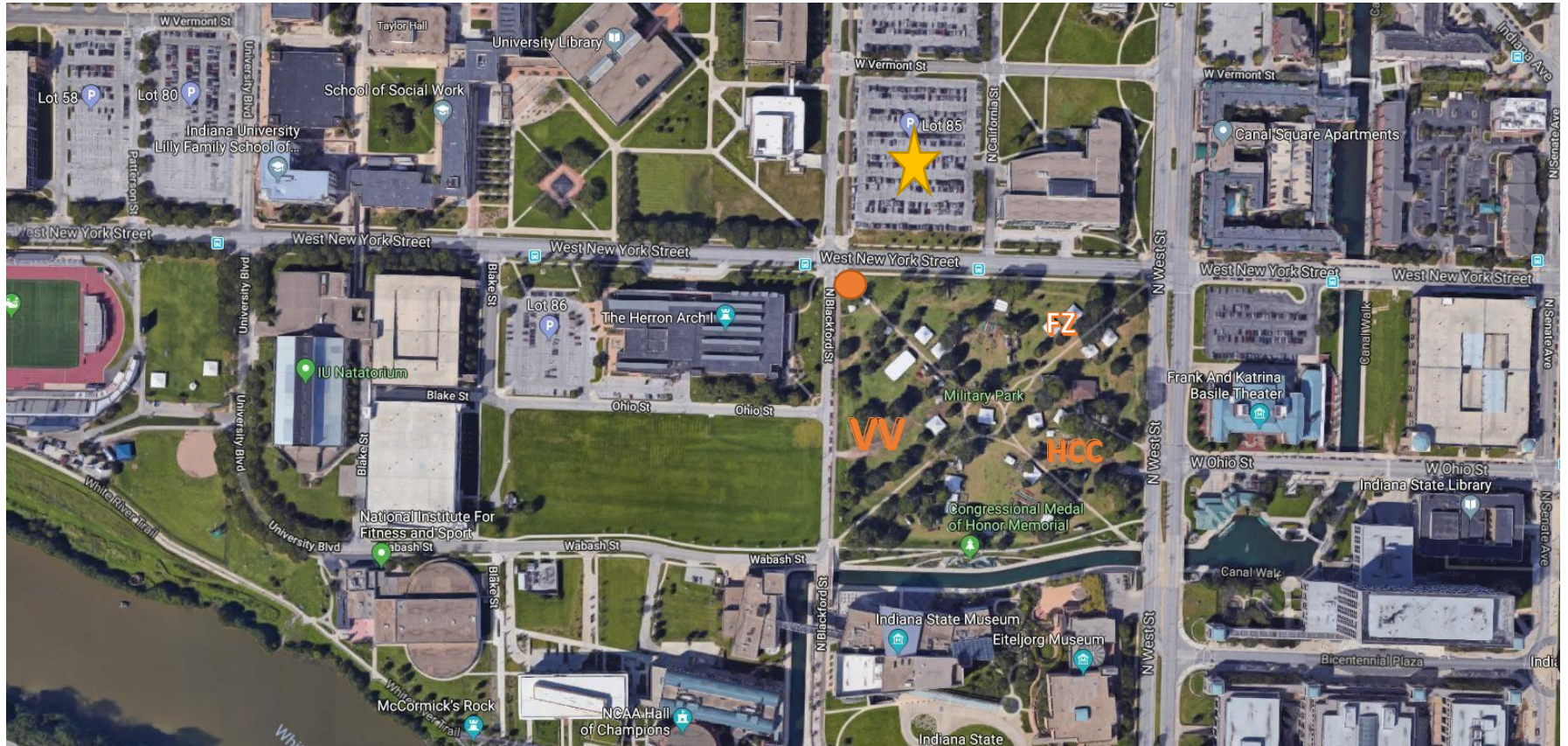
All booths must be set up by 9:30am on Saturday as we will be clearing the park to run a security sweep. Vendors may stay in the park during this time as long as you're wearing your provided credentials.

Friday arrivals, please follow the directions located here:

- Please enter campus and park your vehicle in the lot situated next to the IUPUI Law School. **IMPORTANT:** Before you unload, please come to the vendor check in tent which will be located just across the street at the corner of New York and Blackford. 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, you may unload your vehicle and 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 to make sure you're setting up in the right area.

Saturday Morning Arrivals: While we have parking for Friday load in, Saturday is a bit of an on your own situation. That being said, the parking lot next to the Law School will be available for you to park in and unload. You may stay there for the duration of the day, but it is a paid lot so you will have to pay the daily parking fee. If that lot is full, you will have to find the closest available parking. We suggest that if you come on Saturday, invest in a wheeled cart such as the one seen [here at Amazon.com](#). This will help you tremendously as you load in and out.

To avoid stressful situations and long lines Saturday morning, please do everything you can to come Friday! Yes, I'm begging you. If you wait until Saturday, come as early as possible. But really, please come Friday. 😊



Yellow star= IUPUI Law School Parking Lot

Orange Circle= Vendor Check In

Vv=Vendor Village

HCC= Health Care Corridor



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

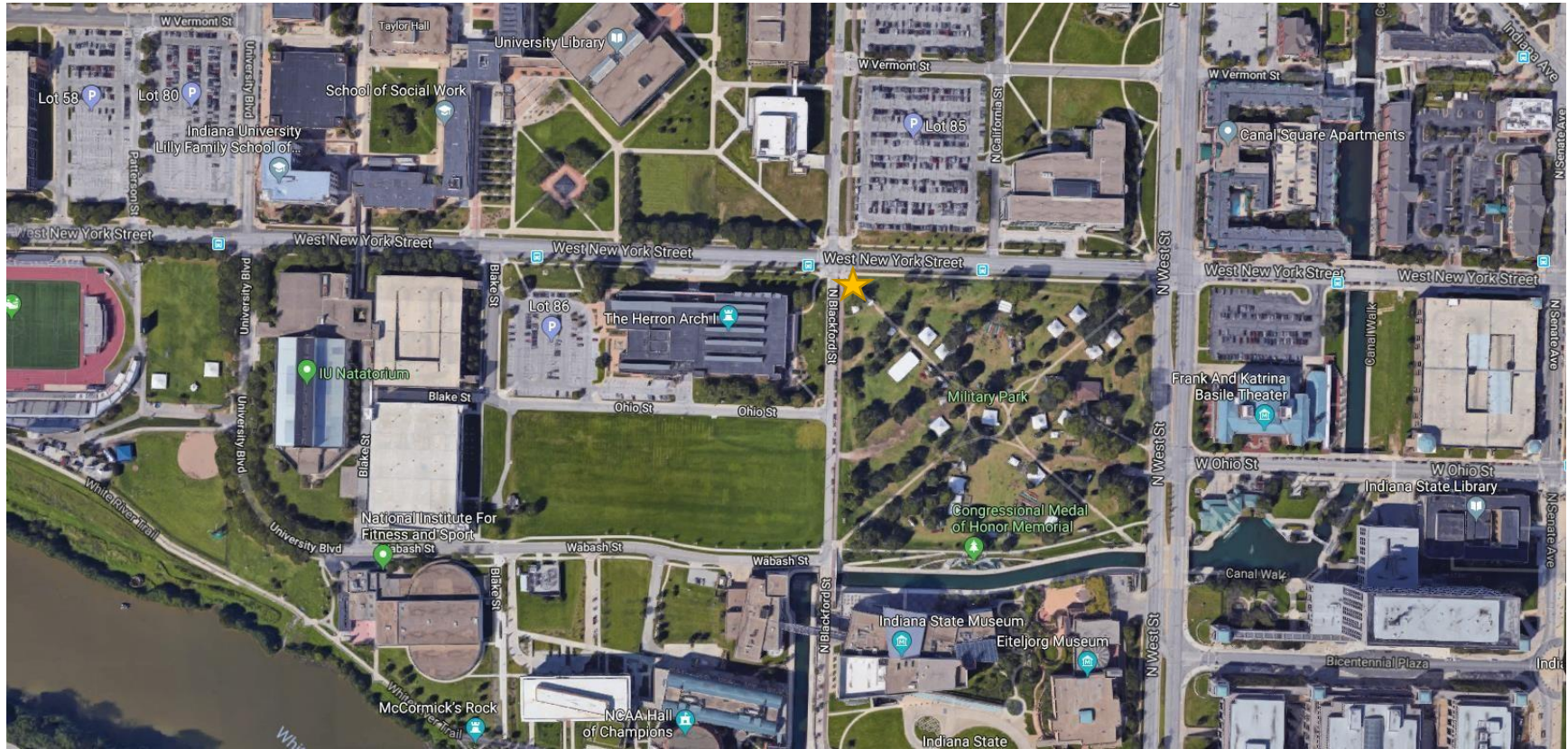
Load Out will take place in waves. All vendors will exit at the corner gate of Blackford and New York St. When you leave, please lower your table and stack your chairs on top of it. Any trash you have remaining, please bag it up and leave it on top of the table and chairs.

6pm- Family Zone Closes

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

9pm- 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 9pm) **Load out vehicle directions:**

While we do not have a specific staging area for cars to load out we suggest that you again, get a rolling cart as seen on [Amazon.com](https://www.amazon.com) so you can easily take your items to your vehicles. If you need to pull vehicles close by the park, please do so at your own risk. Perhaps into the turn arounds of Herron or the Law School. Do not leave any vehicles unattended however as the police and homeland security may ticket/tow your vehicle. This is why we suggest having two or more people at both load in and load out so your materials are not left alone.



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 6th. 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. You may hand out prepacked food though at no cost to attendees.

Non-Alcoholic beverages (soda/water) can NOT be sold or given away by any vendor with the exception of food zone vendors. No alcohol may be sold or distributed by any vendor. 20oz Soda is \$3 and 16oz Water is \$2. 20oz Sports Drinks are \$5.

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. ☺



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. In case of park evacuation, please listen to the main stage announcements and seek cover in a designated surrounding building until given the all clear to return to the park.

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

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