



Craft & Direct Sales Vendor Guidelines

Contact Information: parkadmin@greensborodowntownparks.org

Greensboro Downtown Parks, Inc. (GDPI) is a 501(c)(3) non-profit organization in partnership with the City of Greensboro and serves as the executive management of LeBauer Park and Center City Park, two active and inviting landscapes in the heart of downtown. The mission of GDPI is to serve as the executive management of Greensboro's downtown parks, focusing on public activation, maintenance, financial well-being and overall vitality.

Bringing over 200,000 annual visitors downtown, the parks host hundreds of programs and events each year. Vendors add to the festival feel that many of our programs/events strive for. **GDPI appreciates the support of these vendors in making its programs and events successful and aims to continue working with partners who bring diverse/unique products, a friendly demeanor, effective communication, and professionalism to this working relationship.**

Park Locations:

LeBauer Park, 208 N. Davie St. Greensboro, NC 27401

Center City Park, 200 N. Elm St. Greensboro, NC 27401

Bookings:

GDPI books vendors on a seasonal basis for programs and events. An application for events in which vendors are interested is required. Vendors who have met our standards as effective partners will be notified via email at the start of each booking period with the available program/event vending applications. Vendors are not guaranteed a space at a particular program/event until after the application has been approved by GDPI staff and payment for that confirmed space has been received. New vendors who wish to be included on these email notifications should complete our contact form here:

Fees & Payment Policy:

Vendor fees are determined by the size and scope of the program/event, with particular attention to projected turnout rates based on previous years' attendance numbers. **At the start of each booking season, a pricing will be included on each program/event application listing the fees for vending at that program/event.** Generally, vending fees range from \$15 to \$100 per program/event.

Upon submitting preferred vending dates, each vendor will receive a confirmation of final bookings, a breakdown of fees, and payment options. **GDPI requires vendors to submit payment by the deadline given in advance of the scheduled program/event.** The booking is not confirmed until final payment is received, and GDPI reserves the right to fill the booking with another vendor if payment is not received within the required time frame.

Cancellation & Refund Policies:

GDPI will only cancel a program/event in the case of severe weather and/or hazardous conditions.

Programs/events are not cancelled in the event of light rain and/or snow. Cancellations are determined no later than 2 hours before the program/event start time, and vendors will be notified accordingly. In the event of a cancellation by GDPI, vendors will be offered the opportunity for a refund *or* booking credit* to be put toward another program/event.

In the event that a confirmed vendor needs to cancel its booking for a given date, GDPI requires notification via email no later than 24 hours in advance of the program/event start time, and a *booking credit to be put toward another program/event will be applied to the vendor's account.**

No refunds will be issued beyond the conditions outlined above. GDPI aims to treat every vendor fairly, and may work with vendors to issue booking credits* in special circumstances not outlined in this document. This will be handled by the organization on a case by case basis.

*Booking credits are good for up to one year after being applied to the vendors' account. The use of this credit is subject to the booking seasons for programs/events and cannot be used to reserve a space at a specific program/event in advance of the booking season.

Equipment/Power & Water:

All vendors are expected to provide their own setup materials in entirety, including all tents, tables, chairs, material transport wagons/carts, etc. Tents should be weighted down (staking is not permitted). Barring any specific event/program exceptions designated by GDPI staff, vendors may only park in city garages and/or street parking and may not park in loading zones or private lots. Vendors should expect to have to travel as far as a couple acres from their parking space to the designated event space in the parks with their equipment and materials. All park areas are ADA compliant and accessible by wheelchair, stroller, or wagon.

Limited vending spaces with power/water access are available per program/event application. If a vendor requires access to these resources, they must designate that on each vending application. Only battery-powered lighting is permitted as part of the vendor setup. Amplified sound (i.e. speakers, boomboxes, etc.) is not permitted.

Park Wi-Fi can be unreliable for business transactions. **Vendors should expect to use a cellular hotspot for card readers and other online uses.**

On-Site Rules & Regulations:

- Vendors may not block any fire access lane or prohibit ADA compliant mobility along park pathways.

- Vendors must vacate the event area within one hour of the session's end time.
- Vendors must pick up, remove and dispose of all trash including products spilled on the sidewalk within 10 feet of the vendor's location.
- Vendors should furnish sufficient change for their sales transactions.
- Any vendor not complying with City, County and State regulations will be immediately closed down and not permitted to return for future events.
- Vendors must comply with all federal, state, and local health and fire regulations.
- Greensboro Downtown Parks, Inc. disclaims any authority of control over the operation of vendors. Vendors assume all rights and responsibilities for the conduct of their operations including, but not limited to: obtaining liability and general coverage insurance for vendor-related activities adhering to all local and state ordinances and regulations.
- Vendors must understand that Greensboro Downtown Parks, Inc. does not pay taxes on anything sold by vendors – this is the responsibility of the vendor.
- Vendors are expected to comply with all other general park rules, which may be found on our website.

ALL VENDORS IN THE DESIGNATED AREA MUST NOT:

- Store, park or leave any equipment/materials overnight.
- Sell food or beverages for immediate consumption unless the vendor has available for public use their own, or a public, litter receptacle which is adequate and available for the vendor's patrons' use.
- Solicit or conduct business with persons other than pedestrians.
- Sell anything other than that which the vendor is licensed to vend.
- Allow their equipment/materials or any other item to rest upon, against or hang from any building or structure lawfully placed on public property, without the owner's permission.
- Pour waste products, (including hot water and drainage from coolers) down a storm drain.