

Grand Rapids Pride Festival Vendor Registration Instructions

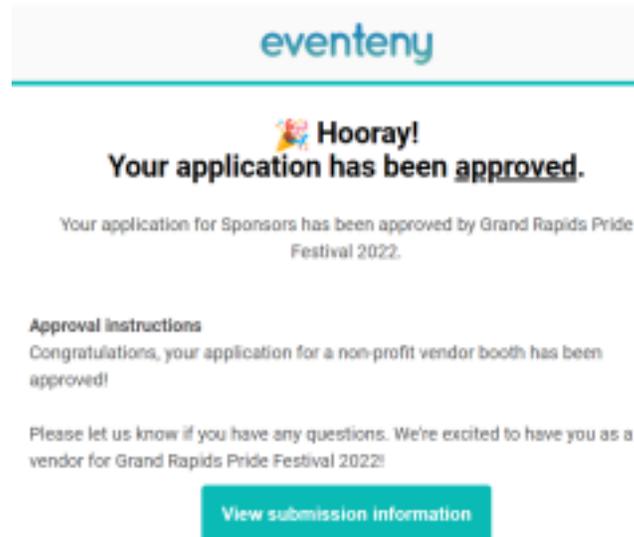
We manage our vendors through the Eventeny online platform, making the process more efficient for our vendors. Follow the steps below to register your vendor booth.

1. Go to grpride.org/festival/vendor
2. Scroll down until you see "Applications"
3. Choose either "Non-Profits," "Business/Commercial," "Food Vendor," "Local Artist" or "Sponsor" depending on your tax status and/or type of vendor you are and click "Apply"
 - **"Local Artist"** booths are for local artists only who display/sell items that they have created.
 - **"Non-Profit"** booths are **only** for tax-exempt organizations, churches, or government organizations.
 - **"Sponsor"** booths are **only** for organizations who have already signed a sponsorship agreement with the Grand Rapids Pride Festival. If you are not a sponsor please do not select this application.
 - Food trucks will need (1) to provide us with their exact footprint measurement and (2) have a City of GR Food Truck license (as well as Kent County Health Department permit).
4. After you click "apply" for the application you've selected, scroll down to review the Terms & Conditions, then click the "Start Application" button. You'll be walked through the process of creating your profile (you will have to create an account on Eventeny), filling out the vendor application, uploading your logo and agreeing to the Vendor Terms & Conditions.
5. When it's time to check out, your payment options will be ACH bank transfer or pay with a credit card via Stripe on the Eventeny platform.
6. Upon approval of your vendor application, your payment method will be charged and you'll have the option to select your booth space.

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To select your booth space

1. Once your application has been approved you will receive a notification via email. In the email there will be a “View submission information” button that will take you to the Eventeny website to select your booth space on our festival map.



2. Booth spaces are numbered 1-130 and located on Ottawa Ave. from Michigan St. to Pearl St. Booth numbers #121-130 are for Local Artists **only**.
3. Vendors have the option to choose their booth space based on load-in time.
 - Booths numbered **86-130** will load-in at **8am**
 - Booths numbered **85-41** will load in at **9am**
 - Booths numbered **40-1** will load in at **10am**
4. **Important-** If you select the wrong booth space, you will have to go back to the festival map and un-select it in order to select a new space **before you hit submit**. Double check to make sure you have selected the booth space you want before submitting!

Please let us know if you have any questions. We're excited to have you as a vendor for Grand Rapids Pride Festival 2022!