

## 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/pride-festival/pride-festival-vendor-registration/](http://grpride.org/pride-festival/pride-festival-vendor-registration/)
2. Scroll down until you see "Applications"
3. Choose either "Non-Profit," "Business/Commercial," "Food Vendor" or "Local Artist" depending on your tax status and/or type of vendor you are and click "Apply"

- "Non-Profit" booths are **only** for tax-exempt organizations, churches, or government organizations.
- "Local Artist" booths are for local artists only who display/sell items that they have created.
- 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, you can review the application and event information, 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.

**\*NEW THIS YEAR\*** Grand Rapids Pride Festival is a 2-day festival this year.

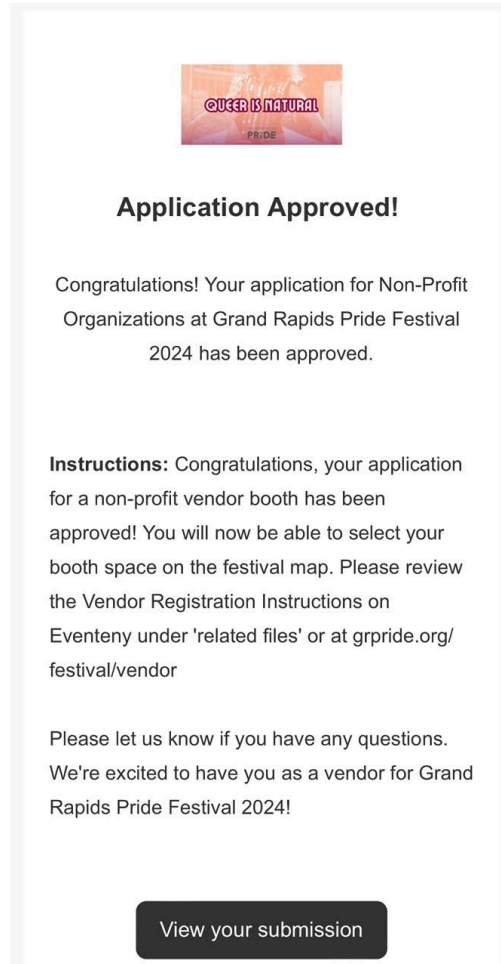
Please make sure you purchase the correct package based on how many days you want to be at the festival (either 1 day or 2 days).

5. When it's time to check out, your payment options will be ACH bank transfer or pay with a credit card on the Eventeny platform. You may also pay with check if pre-approved by Jazz McKinney.
6. Upon approval of your vendor application, your payment method will be

charged and you'll have the option to select your booth space.

### 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 your submission" button that will take you to the Eventeny website to select your booth space on our festival map.



2. Booth spaces are numbered 1-190 and are located on Ottawa Ave., Lyon St. and Ionia Ave. Booth numbers #61-81 are for Local Artists **only**.
3. Vendors have the option to choose their booth space based on load-in time.
  - Booths numbered **121-190** will load-in at **8am**
  - Booths numbered **120-61** will load in at **9am**
  - Booths numbered **60-1** 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**. If you are a 2-day vendor you will keep the same booth space for both days. *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 2025!