



2018 Merchandise Vending Information Sheet

Thank you for your interest in merchandise vending at PEX Summer Festival this year. (If you are vending food, please see the separate Food Vending Information Sheet.)

- Important dates:

- May 15th Online application deadline
- June 1st All vendor fees due to PEXSF
- June 28th Merchandise vendors may start arriving on-site for setup during daytime hours
- June 29th Gates open to general public at 8am
- June 29th Open for vending by 10am
- July 2nd Breakdown and exit by 5pm

****IMPORTANT:** The front gate at Ramblewood will only be open for entry until 9pm on pre-event days. Vehicles will not be allowed to enter when the gate is closed, so please plan to arrive during the day.

- Applications: To be considered for merchandise vending, **you must fill out the online application no later than May 15th**. Submitting an application does not guarantee a space. The sooner we receive the application the sooner we may notify you if you are accepted. **If you are accepted as a vendor, we will confirm with you no later than May 20th**.
- Cost: \$600 payment to PEXSF prior to the event. Merchandise vendor fee includes 2 staff admission passes and 1 vendor vehicle pass. If multiple designers are sharing a booth, an additional fee of \$100 will be charged. Up to 2 additional staff admission passes can be purchased for \$140 per person.
- Vending Hours: **Vendors must be set up and ready to vend by 10am Friday June 29th**. Gates open to the general public at 8am Friday and **WE STRONGLY RECOMMEND ARRIVING ON THURSDAY**. Vending on Thursday is optional; there will be staff, volunteers and early arrivals onsite. Vendors are required to be open for vending between the hours of 10am and dusk Friday, Saturday, and Sunday. Additional hours are at vendor's discretion.
- Strike/Exit: Vendors must plan on being packed and off site by **Monday 7/2/2018 at 5pm**.
- Booths: Vendors are to provide their own structures and all elements necessary to vend their wares.
- Security: You should prepare to secure your booth/valuables. We will have security in the area as well but we cannot be responsible for your items while you are away from your booth.
- Camping: There are tent camping spaces available nearby your vending area.
- Fees Due: **All vendor fees are due to PEXSF by June 1st, 2018**. We will provide payment details to approved vendors. If you have not paid your fees by the 1st or made arrangements to pay before the event, you may not vend at the event.
- Sound Systems: You may not bring in sound systems. A small audio source is acceptable.
- Visual: Presentation is important. We love creativity, but please no obnoxious signage or lighting. If possible, submit pictures of your booth/signage with your application.

CONTACT INFORMATION:

If you have any questions, you may contact our vending coordinator at vending@pexsummerfestival.com.