

2024 ART IN THE ARBORETUM FOOD VENDOR PARTICIPATION GUIDELINES



DATE & TIME

Sunday, October 6, 2024, 1-5

LOCATION

Greensboro Arboretum
401 Ashland Drive
Greensboro, NC 27403

FEE & SPACE

- Booth spaces are approximately 10'x10' in size and are located in the Arboretum.
- Space fee for all food vendors is \$125.
- Additional \$10 fee for electric service, if needed (food booths only).

PARTICIPATION GUIDELINES

Participation is by invitation only. Greensboro Beautiful will let you know if you have been accepted by September 9, 2025.

All Food Vendors

- Application deadline is August 25, 2024.
- Applicants must complete and submit the attached application form and the appropriate fees by check (made payable to Greensboro Beautiful, Inc.), or apply and pay online.
- Food vendors are expected to conduct themselves in a professional manner throughout the event.

SETUP

- You will be sent an email prior to the event with times for setup. Please make sure that you come to set up during the time noted on the email as we may not be able to accommodate your setup due to other vendors.
- Vendors will need to enter the garden at the time and address designated in their setup email (3100 Starmount Drive for booths, 401 Ashland Drive for food trucks). As there is only one direction of traffic, please unload quickly and move your vehicle to the designated food vendor parking area before setting up. This information will be noted in the setup email you receive prior to the event.

- Space will be provided within designated areas of the garden. Vendors are responsible for providing any and all chairs, stools, tables, table coverings, and other fixtures necessary for setting up their space.
- Generators are prohibited in the garden without prior approval from staff. Electrical service is available for an additional fee of \$10 (food booths only).
- This event is held outdoors, rain or shine. Be prepared for inclement weather and wind.
- Do not insert poles, stakes, beams, braces, etc., into the ground.
- Ensure that your area is set up no later than 11:30 am on the day of the event and that any and all storage boxes are put away to keep the sidewalks clear of obstructions. You may begin selling as soon as you are fully set up.

DISPLAY

- Food vendors are responsible for ensuring that booths, displays, trucks, and merchandise meet all fire and health codes.
- Please ensure that your vending area is confined within the boundaries of your assigned space.
- Do not display or sell food items not previously approved by Greensboro Beautiful.
- Styrofoam products are prohibited. This includes cups, plates, bowls, etc.
- Vendor agrees to carry and/or distribute promotional materials for the event provided by Greensboro Beautiful.
- Keep your area clean and litter-free. Both trash and recycling containers are located throughout the garden.
- Security of the items will be the sole responsibility of the vendor.

CLOSING PROCEDURES

- Food Sales must conclude at 5 pm and removal of displays must be completed by 6:30 pm. The garden gates lock at 7 pm.

OTHER INFORMATION

- Greensboro Beautiful and the Greensboro Parks & Recreation Department will not be responsible for vendors' sales and transactions, nor the cash required for sales and transactions. Please prepare for all cash transactions by bringing adequate monies and change.
- Greensboro Beautiful and the Greensboro Parks & Recreation Department will not be responsible for sales tax or subsequent reporting of any information relating to your sales.
- Food Vendors are responsible for compliance with all Health and Fire Codes.
- There is no rain date. If you have concerns or questions about event cancellation, please check www.greensborobeautiful.org, social media, or call (336) 574-3574 for an event day update.

CANCELLATIONS/REFUNDS

Vendor Cancellation: After all fees are paid, applicants are entitled to the following refund of space fees upon cancellation:

- By 5 pm September 9, 2024: 50% refund
- After 5 pm September 9, 2024: No refund

All cancellations should be emailed to info@greensborobeautiful.org

Event Cancellation: On event day, should extenuating circumstances arise and/or extreme conditions exist that require the event to be cancelled, there will be no refunds. All revenues received from vendors for this event are used to cover planning, promotional, and operational costs. Thank you for your understanding.

CONTACT INFO

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