

The Neighbor's Vendors Policies + Procedures

Objective This document is intended to help the Hella Queer Markets, Holigay Market, and other events run smoothly and provide clear guidelines for vendors at the Neighbor's events.

The Application

Application Process Applications are processed on a rolling basis with due dates 4-8 weeks before the event date. Submissions after the second due date may not be processed. A waitlist may be formed if submissions exceed the number of vendor booth availability. Applications close two weeks before the event date. No new applications will be processed within two weeks of the event date.

Additional questions ask about the applicant's alignment with the Neighbor's Pub. This is to ensure our vendors share our values of

1. creating safe spaces for LGBTQ+, BIPOC, and other marginalized folx and
2. fostering sustainability and conserving the planet.

Applicants do not need to disclose their identities to be accepted.

Event	First Round of Applications due by	Second Round of Applications due by	No applications processed after
Holigay Market	November 25th	-November 30th	December 7th, 2024

Vendor Expectations

All vendors are required to: promote the event, be timely, and foster a safe space.

- I. **Promote the event** The more *everyone* promotes, the more people show up and learn about the pub, the more connections and stronger community we'll create! (From a business perspective, the more everyone promotes, the more people show up, the more money we all make.) Promotions or advertisements come in many forms!
 - A. All of the events will be posted on theneighborspub.org, [Eventbrite](#), [Facebook](#), and [Instagram](#). Some events will also have printed flyers.
 - B. Here are some ways to promote the events:
 1. Hand out flyers

2. Facebook - Invite people to the event, share the event or graphic on your page(s) and in groups
3. Instagram - Share the graphic on your page, add the Eventbrite link to your bio
4. Tag @theneighborspub @hellaqueermarket #theneighborspub #hellaqueermarket on social media posts.

II. Be timely

- A. Set Up** Most events have a set up time of one to two hours prior. If you need more time, please coordinate with Frankie. You will need to bring your own table(s).
- B. Tear Down** Most events will have an hour for vendors to clean up. Vendors are expected to stay for the entire duration of the event; early tear down is not allowed. (If an illness, accident, or emergency happens and you need to leave earlier, please let Frankie know as soon as possible!)
- C. Cancellations** Please try to give as much notice as possible, especially for the larger events with limited vendor opportunities. A courtesy of a 48 hour notice is appreciated. Of course, accidents and illnesses come about at the last minute. I completely understand, please give notice as soon as possible. Email, text, or Instagram message are all acceptable. Vendors who no-show or cancel repeatedly may be subject to a deposit fee or may not be accepted for future events.

III. Foster a safe space

A. At the event

1. Be kind and courteous to the attendees, staff, and other vendors.
2. Report any safety issues or other urgent concerns as soon as possible to Frankie and/or the venue's staff. This includes any homophobic, transphobic, racist, ableist, or other problematic verbal behavior. If you are uncomfortable or notice others seem uncomfortable by someone else's behavior, please inform us! Feel free to send a message via text or Instagram to Frankie if you are unable to leave your booth.
3. Do not bring or consume outside alcohol, beverages, or food.
4. Follow any rules/guidelines provided by the venue.

- B. Prior to the event** We acknowledge that our interpersonal relationships outside of the Neighbor's events may impact us here. If you are in such a situation and you feel comfortable disclosing this information, please talk to Frankie prior to the event so accommodations can be considered. (For example, if there is another vendor whom you would prefer your booth is not near or if you have a protective order against or from someone who may attend the event).

- C. COVID-19 Policy** All vendors, performers, and attendees are encouraged to wear a face mask, regardless of vaccination status. Some of the Neighbor's events require proof of vaccination. Please see the specific event page for details. The current county, state, and federal COVID-19 guidelines/mandates, local transmission rates,

and location of the events are considered when deciding the event policy. When in doubt, follow whichever COVID-19 Safety Policy is most strict.

D. Dependents This section covers the loved ones that rely on us. As a courtesy, if you need to leave during an event to care for your loved one, please let Frankie know so they can make accommodations. Some events will have strict restrictions.

1. Children At this time, the Neighbor's Pub is open to community members ages 18 and older. Children ages 17 and under are not allowed.

a) Markets held off-side may have different rules regarding ages welcome. Please check the age restrictions on the event page. Some events or areas are not suitable for children. When children are permitted, they must be supervised by a responsible adult at all times. There may be areas restricted from anyone under age 18+, which will be marked.

2. Animals This includes service animals, assistance animals, emotional support animals, and pets. Some events or areas are not suitable for non-service animals. All animals, regardless of service status, must be leashed or in a suitable carrier at all times (with the exceptions outlined by the ADA). Please consider your animal's welfare before bringing them. Please do not bring animals that have not been properly socialized or trained, or that are reactive to other animals, children, or people in general. Waste must be cleaned up immediately. In addition, please take into consideration that some guests may have allergies.

IV. Vendor Fee I am grateful to have you at the Neighbor's events! At this time, vendors are not required to pay any vendor fee. This is to promote economic growth for all of us and help those who may still be experiencing economic insecurity from the pandemic. Donation of \$20 to \$100 or 10% to 25% of the sales is suggested and most common among those who donate.

A. Deposit Vendors who no-show or cancel frequently may be subject to a nonrefundable deposit fee for future events.

V. Venue Rules All vendors and guests must abide by rules and guidelines established by the venue.

VI. Laws and Regulations All vendors must abide by local, state, and federal laws and regulations including those pertaining to their business operations. This includes having the appropriate health and/or food permits, when applicable.

A. Alcohol: "Outside Alcohol" or alcohol that was not purchased from the Neighbor's Pub is not allowed per state law and could jeopardize the Neighbor's Pub alcohol license. Vendors or guests who bring or consume alcohol that is not purchased from the venue will be asked to leave.

B. Cannabis and other Controlled Substances: Products containing or derived from cannabis, including hemp, are not allowed per state regulation. Vendors agree not to

sell, distribute, or display any products containing cannabis, hemp, or other products derived from or containing part of the cannabis plant or other controlled substances.

- VII. Assumption of Liability** Each vendor is solely responsible for any and all liabilities to persons or property resulting in the participation of these events. Vendors indemnify, defend, and hold harmless the Neighbor's Pub and affiliated persons from any claims, suits, losses, or damages for injury to persons or property arising from or connected to the event(s).

Additional Provisions

- VIII. Right to Refuse Service** The Neighbor's Pub reserves the right to refuse service or revoke vendor opportunities.
- IX. Updates to this Document** This document is subject to change. By submitting an application and/or attending an event as a vendor, you agree to these policies and procedures, understand that updates may be made to this document, and will review it again before vending at each event.

Questions and Concerns

If you have any questions or concerns, please email Frankie at vendors@theneighborspub.org.