

2023 Upstate Pride Week: March & Festival Guidelines Vendors & Exhibitors

Dear Upstate Pride March & Festival Vendors & Exhibitors,

This packet contains important information to help you prepare for this year's **Upstate Pride March & Festival**. **Please read through the packet carefully** and feel free to reach out to us with any questions you may have.

I. Event Specifics

The **2023 Upstate Pride March & Festival** takes place on **Saturday, October 28, 2023**. The March and Festival is a one-day, outdoor event. This year's main stage will include music, performers and public speakers. Additionally, there will be a kid's area, a food & beverage area, and the vendor/exhibitor marketplace.

The official hours of this year's event are 11 a.m to 4 p.m. The annual march through downtown will take place from 11 to 11:45 a.m.

The Upstate Pride March & Festival is a rain or shine event. ***No refunds will be made in the event of rain.*** Exhibitors are responsible for their own booth's rain protection. If inclement weather becomes too severe, the UPSC Board will be responsible for making the final determination on the continuation of the event.

II. Location

The event will take place in downtown Spartanburg along W. Broad Street from Daniel Morgan Avenue to Church Street.

Upstate Pride March & Festival is a **SMOKE-FREE event**. As of Sept. 1, 2011, ALL City of Spartanburg events are smoke free. **Exhibitors and vendors are not allowed to smoke inside their booth space. Smoking is only allowed outside the perimeters of the March & Festival footprint.**

Pets are not allowed inside the Festival Area.

A schematic is provided below, along with the most likely tent arrangements for vendors and exhibitors. You will be assigned a specific booth space upon arrival, and a volunteer will escort you to your location.



Figure 1: Map of Broad Street Festival Area

III. Booth Space

- Upon registration, all exhibitors and vendors select either a 12' x 12' or 12' x 24' space.
- All tents, tables, and items must be contained within this 12' x 12' or 12' x 24' space.
- UPSC reserves the sole right to place exhibitors and vendors in any location UPSC deems appropriate. We will try to accommodate specific requests that were provided on your registration forms.

You must provide your own tent(s), table(s) and chairs. Your registration fee reserves your space. **Upstate Pride SC does not provide any items for your booth.**

Below is a list of rules and regulations enforced by the City of Spartanburg. *These are particularly important if you are registered as a food vendor.*

City of Spartanburg Rules

- 1. Temporary structures, tents, canopies, and air supported membranes:**
 - a. Secured by weights not less than 30 lbs per corner. Additional securing is required as the tent size increases.
 - b. Tents in excess of 200 square feet, tents, or canopies used for cooking or for the assembly of people shall include a permanently affixed label with the flame-resistant information on the structure.

- c. Maintain 20' between any temporary cooking structure and all other temporary or permanent structures.
- d. Cooking shall not be conducted under or within the same tent utilized for seating or assembly.
- e. Smoking is prohibited within 20' of any temporary structure. "No Smoking" signs shall be posted.
- f. No hay, straw, or easily combustible items shall be used under or within 20' of a temporary structure.
- g. Open flames (candles, torches, decorative items) are prohibited under or within 20' of a temporary structure.

2. Fire Extinguishers

- a. Vendors with cooking or food heat processing equipment shall have a 2A:20B:C or larger extinguisher.
- b. Vendors utilizing deep-fat frying shall utilize a type K or 40BC rated fire extinguisher.
- c. Extinguishers must be less than one year old (per manufacturer) or serviced by a fire protection company within the last 12 months.
- d. Distribute extinguishers throughout any tent used for assembly, spaced no further than 75' apart.
- e. Extinguishers must be located at each mechanical ride or amusement location.
- f. Extinguishers shall be readily accessible at all times.

3. FOOD VENDORS MUST PROVIDE THEIR OWN GENERATOR.

- a. All electrical cords, lights, etc. exposed to the weather must be rated for outdoor use.
- b. Multi-outlet devices shall include over-current protection and be protected from the weather.
- c. All cables/cords crossing public areas or drives shall be covered with safety mats.
- d. Generators shall not be within 20' of structures and must be isolated from contact by fencing or other enclosures.

4. Compressed Gas Cylinders

- a. Secure gas cylinders to maintain an upright position. Do not secure them to tent poles or supports.
- b. Cylinders shall be stored or operated on their side; protective collars and caps must be in place when not in use.

5. Access requirements

- a. Maintain an unobstructed fire lane, not less than 20' wide, to all areas during the event.
- b. Maintain a clear space of 5' on either side of fire hydrants and sprinkler or standpipe connections.

6. Other

- a. Trailers or vehicles shall be stabilized to prevent accidental movement by chocking or other methods.

- b. Firework sales are prohibited. Displays require permitting by a state licensed pyrotechnician.
- c. All stage or scaffold materials shall be approved by the Building Department prior to the scheduled event.
- d. No “performances” are allowed outside the stage area.
- e. No sound amplifiers are allowed anywhere outside of the stage area.

IV. Check-In

- **Check-in runs from 8 to 10:30 a.m.** Check-in will take at W. Broad Street and Daniel Morgan Avenue. Traffic will move only one way along Broad Street. You may drop off your material and then you must move your car to a designated parking lot. Directions will be given to you.
- **Cars MUST BE CLEARED out of the festival area by 10:30 a.m. NO EXCEPTIONS.**
- We graciously ask that booths remain opened and staffed for the entirety of the festival, 11 a.m. until 4 p.m. If you must leave early, please let us know at check-in.
- Once the event is over and all pedestrians are cleared, vehicles will be allowed back into the event area for take down.
- **Please come prepared to contain your trash.** There will be trash and recycle bins available around the park, so please make sure to utilize those bins.
- **Alcoholic beverages, soda or water cannot be sold or given away by any non-food vendors.**

V. Vehicles

Loading and Unloading

- Unload merchandise immediately upon arrival and remove your vehicle immediately. Then return to set up your booth.
- Volunteers will be available to watch unloaded items while vehicles are being moved.

Parking

- Parking will be available in a designated lot on Broad Street.

VI. Vendor Insurance, Permits & Policies

- **Each vendor is required to purchase their own insurance and agree to not fault the city of Spartanburg or Upstate Pride SC for any damages that may incur.** Please note that vendors are required to meet certain obligations, including, but not limited to,

providing proof of liability insurance and the appropriate licenses for Food and Beverage vending.

- **Each vendor is responsible for acquiring any necessary permits and/or licenses.**
- All vendors are expected to comply with South Carolina laws and Spartanburg City laws pertaining to sales tax & business license requirements.
- All vendors are expected to comply with all laws, ordinances, rules, and regulations of any lawful authority, agency, or governmental unit, including but not limited to any applicable fire and building codes of the City of Spartanburg and Spartanburg County Health Department.

VII. Cleaning Charges/Fees

- UPSC expects everyone to abide by the “leave it as you found it” principle. UPSC reserves the right to charge any exhibitor/vendor a \$50 cleaning fee should they leave their space(s) in a condition that requires additional cleaning. Your organization/business agrees to pay this fee, if imposed, as a condition of participating in the event.

VIII. Sharing Booth Spaces

- Subletting booths is not allowed and may result in UPSC dismissing you from the event. *Booth sharing between organizations is permitted provided that the request was made at the time of registration.*

IX. Beverage Sales

- Alcoholic beverages can only be sold by UPSC. Any alcoholic beverages sold at the event will be supplied and sold strictly by UPSC or a vendor pre-approved by UPSC. Food vendors may sell soft drinks or water if they want.

X. Questions

- Please contact Rodney Tow, Pride Director, or Jodi Snyder, Vendor Coordinator
 - Rodney: Phone: 864-252-5253; Email: rodney@upstatepridesc.org
 - Jodi: Email: jodi@upstatepridesc.org; Phone: 612-201-0259