



2024 VENDOR INFO AND AGREEMENT



The South End Get Down is officially back! Summer 2023 was a wet and wild one to be sure, but even still, brought in almost 30k customers over only 15 dates. Considering that we had very similar numbers in 2022, we feel confident that we have something special on our hands! Max and Louie Orleans (Orleans Events, LLC) will continue to organize the event and cannot wait to see what 2024 brings.

Our goal is to have over 2,500 customers every Friday night to enjoy delicious food, cold drinks, and great music. All in front of the beautiful sunset of the Barge Canal. This beloved South End Friday night block party will continue to be one of the best and most consistent events in Vermont and we hope that you'll be a part of it with us.

VENDOR INFO

Find pertinent information below regarding event logistics and vendor expectations. To be considered as a Get Down vendor this year, please fill out an application and submit by March 1st. Do your best to not wait until the last minute since we'll be building out the schedule on a rolling

basis! We will let everyone know their acceptance by March 10th at the latest and scheduled dates shortly after.

Fill out our Vendor Application [HERE](#).

IMPORTANT DATES

- 02/1/2024: Application window OPENS
- 03/1/2024: Application Window CLOSES
- 03/10/2024: Acceptance Notices for 2023 vendors, along with Schedule Publish.
- 04/17/2024: Vendor Deposits Due for Season Pass and Pre-Pay Options
- 05/8/2024: Vendor Meeting at 377 Pine Street (Time TBD)
- 05/17/2024: The Get Down Begins
- 08/30/2024: The Get Down Ends

EVENT SITE

The event will take place at 377 Pine Street – called the Coal Collective – in the same parking lot as the Barge Canal Market. This location provides amazing ambiance and easy logistics. This parking lot will be cleared by 3:30pm every Friday before everyone’s arrival.

It’s always important to remember that we’re sharing the parking lot with other businesses, so we need to keep the event tight, efficient, professional, and clean. This way, all our neighbors (and customers) are happy.

ENTERTAINMENT

Orleans Events will curate DJs and other entertainment (i.e. magicians, face paint, stilt walker, axe throwing, etc.) for each event. If you have any ideas for entertainment in any capacity, please direct them to getdown@orleansevents.com.

DAILY EVENT SCHEDULE

The Get Down will be open this year from 5-9(ish)pm on Friday nights. This timeline is subject to change. It is critical to arrive on time. Vendors who arrive late may have to forfeit their opportunity to vend that night.

3:30 pm	377 Pine Street Parking Lot to be cleared.
3:45 pm	Arrival at 377 Pine Street Parking Lot. Find your assigned spot // set up..
4:45 pm	Ready for service
5:00 pm	Gates open
9:00 pm	Gates close. Bar closes. Breakdown begins.**
9:45 pm	Parking lot cleared. Vendors check with Orleans Events Staff before leaving.

** Subject to change based on demand.

PAYMENT SCHEDULE

APPLICATION FEE: We are waiving the \$25 non-refundable application fee this year.

DEPOSIT: The Pay in Advance deposit and Season Pass deposit are both due on Wednesday, April 17th.

WEEKLY PAYMENTS: If you owe us on a weekly basis you are expected to pay by the Tuesday pm prior to your Friday date.

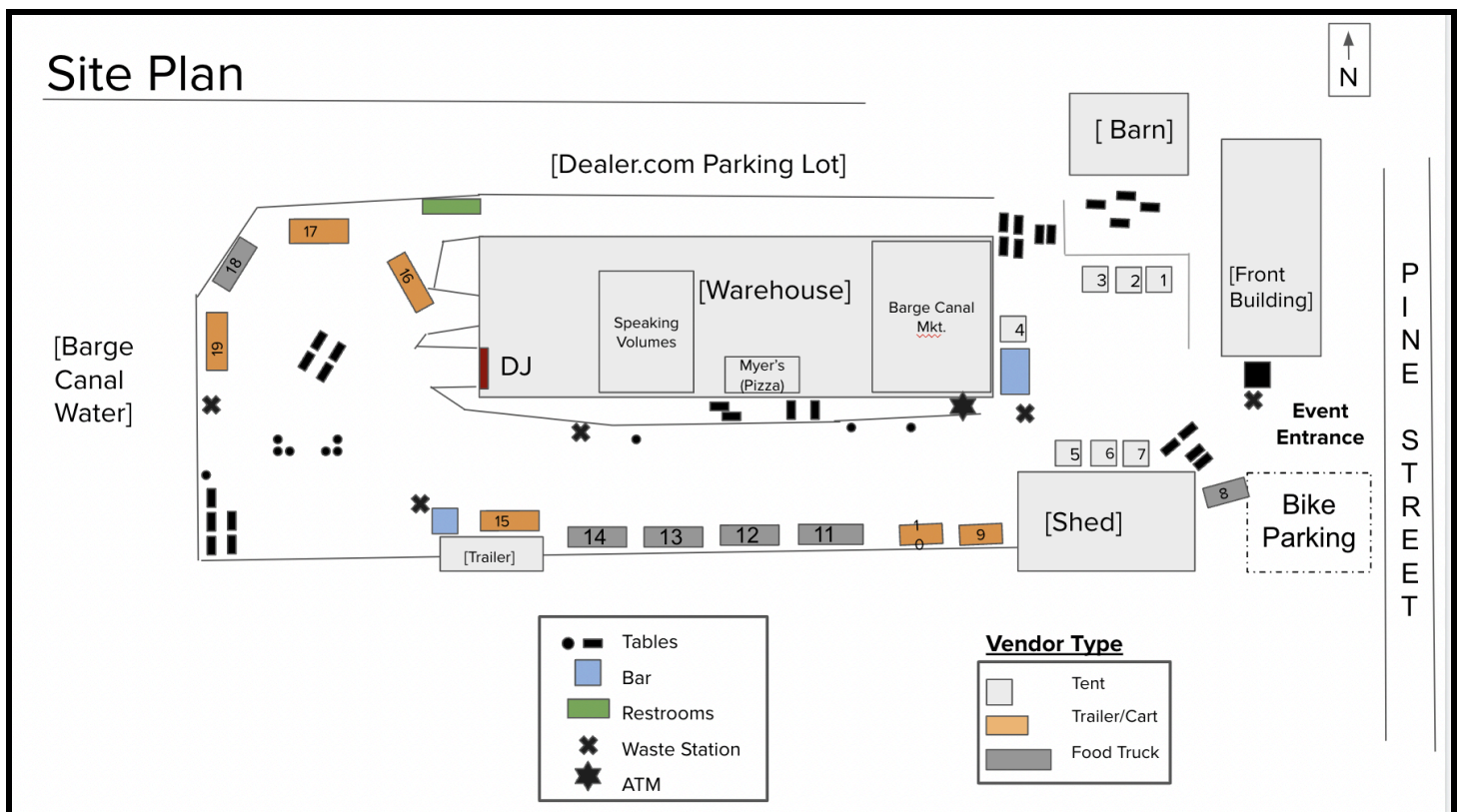
FAQs

How many vendors are there?

You can expect there to be between 16-20 food vendors. The number of vendors may change week to week based on expected demand. This is usually made up of 2-3 dessert vendors and 14-17 food vendors. There will be additional vendors not selling food.

Where do I setup?

The Get Down vendors will receive a map with their vending location on the morning of the event. (Example below.) Due to the dynamic nature of this event and vendor lineup, you will not be assigned a permanent spot for the whole season. We ask you to be flexible and understanding that we are working hard to fit all the trucks in the fairest way possible.



How do you select vendors?

Vendors are selected based on the following criteria (NOT in any order of priority):

- Experience
 - We will balance helping jump-start new enterprises with customer experience. To do this, we look for vendors with experience at other events.
- Cuisine
 - We try our best to select vendors who offer different types of food. With our geographic location and local food landscape, there is always some overlap, but we do our best to differentiate, giving more choices to the customers and more opportunity to the vendors.

- Commitment
 - We look for vendors who are interested in being a part of the event all season. We know it's hard to make every Friday. Summers in Vermont are very busy, but those vendors who make a commitment to this event series are preferred.
- Execution
 - Because of the urban and neighborhood environment in which this series takes place, there are greater impacts than many other festival-style events. We select vendors who show they are able to adhere to the Get Down guidelines and respect the event site. Execution also applies to vendors who show a competence to deliver food to the customers, offer friendly, high-quality service, and who bring energy and enthusiasm, increasing the overall experience.
- Partnership/Get Down Community
 - We are always looking for new vendors at this event but we respect the partnerships that are built and look to work with vendors for more than just one season.
- Team Player/Attitude
 - Ultimately, the Get Down is meant to be fun. It's very important to us that your attitude and behavior are reflective of that. Being a team player and a Get Down community member is integral to this event being a success for years to come.

How much does it cost?

There are 16 dates this season and four different payment options. For all options other than Waitlist we will assign your summer dates by March 10th. Orleans Events has the final say of vendors' Payment Option based on schedule availability.

1. Pay in Advance: This option is \$150/date. We require a \$2,100 deposit, which guarantees 14 dates. The deposit goes towards your first 14 dates. Each additional date is \$150/date.
2. Season Pass: This option is \$165/date. We require a \$825 deposit, which guarantees 5 dates. The deposit goes towards your first 5 dates. Each additional date is \$165/date.
3. Nightly Payment: This option is \$165/date. There are no guaranteed number of dates with this option. We will assign your dates for the summer by March 10th, but you will pay weekly.
4. Waitlist: This option is \$165/date. We will reach out to you as dates open up last-minute with cancellations.

If vendor fees present a hardship to your ability to participate, please contact Max and Louie at getdown@orleansevents.com. We want this event to be accessible to all.

Deposits to be paid by Wednesday, April 17th.

The vendor fee helps cover the large operational costs including but not limited to:

- Permitting
- Security
- Waste management (trash, recycling, and compost)
- Restrooms
- Insurance
- Signage
- Entertainment
- Event staff
- Marketing & Advertising (intensive 6 month marketing campaign including social media campaigns, local postering, radio promotion, and print ads)
- And more always comes up!

What CAN I sell?

You can sell anything prepared in a licensed commercial kitchen that meets all city and state health standards. Feel free to change your menu week to week, add specials and increase diversity. However, full menu overhauls and general cuisine/theme changes need to be brought to our attention. Please also be considerate of what your fellow vendors are selling as well, not to create too much overlap.

What CAN'T I sell?

Vendors are not allowed to sell alcoholic beverages of any kind. Licensing and economic feasibility require our bar vendor to be the only purveyor of alcoholic beverages. If you have a beverage-based menu item (e.g. milkshake), please make a special note on your menu and/or application.

Do I have to accept credit/debit cards?

No, there are no requirements for types of payment accepted, however vendors may have more success if they can accept cards. There is a serious possibility that we may not have an ATM on site this year. We've found ATM vendors hesitant to bring them to our event since the withdrawals are so small.

What if I don't have my Health License and Insurance yet?

Please make a note of who you've talked to with the VT Health Department and where you are at in the process of obtaining these items. List specific meeting dates and/or upcoming inspections. *The Vermont Department of Health typically checks in with every vendor at the beginning of the season. Please be prepared for inspection at all times.*

VENDOR AGREEMENT

REGULATIONS

The Get Down happens in a charismatic venue that buoys the success of the event. But this venue is in an urban and neighborhood setting. Thus, we have to make sure we do not offend the neighbors. This is the respect they deserve and this also ensures the continuation of the event. We must keep our operations tight and our impact minimal – more so than any conventional festival.

After 3 incidents where a vendor violates any of these regulations, that vendor can no longer be guaranteed any further dates at this Get Down season or following seasons.

PUNCTUALITY

- You must arrive on site no later than 3:45pm.
- If you arrive later than 3:45pm, we cannot guarantee your participation at the Get Down.

PAYMENT

- We expect nightly payments by Tuesday prior to the event. This provides us adequate time to find replacements if you are no longer able to make it.
- Please do not make us follow up for this payment each week.

ABSENTEE

- Vendors must attend all dates at which they agree to vend.
- If you cannot attend a date you signed up to vend, you MUST notify us by the previous Tuesday at noon (72 hours before the event).

- Barring any emergencies, if you do not attend and do not give us advance notice by Tuesday, we cannot guarantee your Get Down dates any further. Your deposit will not be guaranteed to be returned.

SAFE WORKPLACE – DISCRIMINATION OR SEXUAL HARASSMENT

- Orleans Events is committed to providing a safe environment for all its employees/partnering vendors free from discrimination on any ground and from harassment at work including sexual harassment. We will operate a zero tolerance policy for any form of sexual harassment in the workplace, treat all incidents seriously and promptly look into all allegations. Any person found to have sexually harassed another will face disciplinary action including dismissal from employment. No one will be victimized for making such a complaint.
- Anyone who is subject to sexual harassment or discrimination should contact Orleans Events (Max or Louie Orleans) immediately.

LEAVE NO TRACE

- Do not leave ANY footprint at the event.
- Vendors are responsible for the grounds below their set up AND around it in a 6 foot radius. No dumping ice, leaving condiment spills, oil, or food debris.
- Your area is expected to look spotless.
- If there is oil, food or leftover trash of any kind, vendors are subject to a \$50 fine.

CONDIMENTS AND UTENSILS

- All vendors must bring napkins.
- All vendors must supply all the utensils and condiments necessary for your food. Compostable utensils are no longer compostable in Vermont, so recyclable utensils are preferred.
- If there are regular complaints by other vendors or customers using their supplies for your food, then you must start supplying the necessary supplies yourself.
- Please use plastic containers (no glass) for condiments and drinks.

POWER

- All vendors must supply their own power source for all their own needs.
- If you have a diesel generator, you need to let us know in the application.
- Exceptionally loud generators are not allowed.

MEAL TICKETS/TOKENS

- South End Get Down food vouchers (paper) will be given to volunteers and entertainment. Vendors will honor up to two food vouchers free of charge, and won't be expected to accept any more than two per night. They will have a maximum of \$15 value each. You can recycle the paper vouchers.
- South End Get Down food tokens (wood) will be given out for promotional and marketing purposes. Those will be reimbursed by Orleans Events, LLC. at the end of the event. It is your responsibility to find us to tell us that you received them.

VENDING SPOTS

- There are no assigned or guaranteed spots.
- Your parking spot at the event will be determined by the event coordinators and is subject to change weekly.

PARKING - PERSONAL CARS

- We have agreed with the parking lot adjacent to our North (rented by Dealer.com, which is used by Burlington Farmers Market) that all of our vendors and their employees can park in

this lot and will not be towed. Very important: No one can leave their cars overnight, as they will be towed at 5am due to the Burlington Farmers Market happening on Saturday mornings.

- Please don't park across the street in the Dedalus parking lot.
- Orleans Events will manage the Coal Collective parking lot, and ensure it's cleared by 3:30pm.
- It is absolutely necessary to remove all personal vehicles by 4:45pm, before the event begins. This is a Fire & Safety issue.
- No one is able to enter the parking lot at the end of the event until they are given permission by our security team. This is a Fire & Safety issue.

PARTICIPATION

- All vendors will remain open and sell food until 9:00pm. Please have something of substance (not just a side item) available until that time.

CHECKOUT

- Vendors will not leave the event until they are checked out by the Get Down Manager.
- The vendor is still responsible for any spills or trash not found immediately the night of the event.

WEATHER POLICY

- The Get Down is a rain or shine event. That said, safety is our priority. So in the case of any lightning and/or thunder, everyone will need to vacate the parking lot immediately and we will put the event on a weather hold until 30 minutes after the last thunder.

WEATHER-RELATED EVENT CANCELLATION

- In the event that a Get Down event is canceled due to lightning/thunder/high winds, vendor fees are non-transferable and non-refundable. We are not intending to make a profit in these situations, but just ensure that we aren't losing our shirts with all of the fixed, non-flexible costs incurred to run the event.
- Orleans Events will do everything they can to decide on canceling the event by 8pm the night prior.

INSURANCE

- All vendors will be required to provide Orleans Events with a Certificate of Insurance that lists "Orleans Events LLC" as additionally insured for all dates. Minimum insurance requirements include \$1,000,000 per occurrence or per event coverage and \$2,000,000 general aggregate coverage, including products/completed operations coverage.

If insurance, vendor fee or equipment costs present a hardship to your ability to participate, please contact Orleans Events at getdown@orleanevents.com.

SUGGESTIONS FOR SUCCESS

- Big Menu Signs: Make sure people can see what you are offering. This attracts customers and keeps your line moving.
- Built-in Lighting: It gets dark at night, keep yourself illuminated! If you look open, then people will keep coming! This is especially important later in the season.
- Don't sell out! Serve at least one substantial food item – not just a side – until 9pm. Our biggest crowds in 2022 were from 7-9pm. If you're sold out at 8pm, you're missing a ton of sales and then those people don't come back the following week.
- Have a variety of items that cost different amounts. Please have 1-2 lower cost items when possible.

Fill out Vendor Application [HERE](#).

By filling out the Vendor Application, you agree to all the written regulations and responsibilities as a vendor at The South End Get Down.