



Friendship-West Fest Vendor Rules & Policies

1. Event Fees and Security Deposit

- **Participation Fee:** The fee to participate in Friendship-West Fest is \$150, which includes a \$100 participation fee and a \$50 security deposit.
- **Deposit Refund Policy:** The \$50 security deposit will be refunded 3-5 days after the event, provided the vendor adheres to all event policies. This deposit becomes non-refundable if a vendor does not notify Friendship-West (via the West Wall Street email) of their withdrawal at least 7 days before the event.
- **No-Show Policy:** If a vendor does not show up, they forfeit both the participation fee and the security deposit.
- **Late Arrival:** Vendors who arrive after the designated setup times are considered late and will forfeit their security deposit.

2. Code of Conduct for Vendors

- **Professional Behavior:** All vendors are expected to act professionally and respectfully toward customers, other vendors, and event staff. Disruptive noise, music, or displays that interfere with neighboring booths are prohibited.
- **Setup & Cleanup Protocols:** Vendors are expected to set up and dismantle their booths within the designated times. Failure to comply with these protocols may result in forfeiture of the security deposit.
- **Customer Service:** Vendors must maintain professionalism and friendliness in all customer interactions. Clearly communicate return and exchange policies to customers and ensure these policies align with state laws.

3. Vendor Commitment and Participation

- **No-Show Policy for Non-West Wall Street Events:** If a business fails to attend a non-West Wall Street event they were referred to, they will be barred from all future West Wall Street events and removed from the notification list for other events.

- **Mission Alignment:** Friendship-West's goal is to support small black and minority-owned businesses. This excludes franchisees, multi-level marketing organizations, or independent contractors of major corporations.

4. Product and Service Standards

- **Authenticity and Quality:** All products and services must be of high quality and accurately represented. Vendors found with counterfeit or misrepresented products will be prohibited from future events.
- **Prohibited Items:** Vendors may not display or sell items deemed inappropriate or misaligned with the event's mission and values. A list of prohibited items is available on our website. These include:
 - Items with vulgar or offensive language, symbols, or images inappropriate for a family-friendly, faith-based environment.
 - Alcohol, drugs, and related products, including any items promoting substance use.
 - Counterfeit or imitation designer products that infringe on brand trademarks or misrepresent authenticity.
 - Unauthorized use of Friendship-West branding, including items featuring the Friendship-West logo, imagery, or quotes from Dr. Frederick D. Haynes, III, unless expressly authorized.
 - Stolen or misappropriate intellectual property, including any artwork, designs, or quotes owned by another individual or organization without permission.
 - Weapons and weaponry: The sale of guns, knives, or any type of weaponry is strictly prohibited. Carrying firearms on the property is also against the law and will not be permitted under any circumstances.

5. Food Vendor Requirements

- **Licensing and Safety:** Food vendors must have a valid food handler's license and maintain clean work areas. Food must be kept at proper temperatures.
- **Health Incidents:** If a customer reports food poisoning linked to a vendor, that vendor will be barred from future West Wall Street events and removed from the notification list for other opportunities.

6. Insurance and Liability

- **Vendor Liability Insurance:** Vendors may be required to carry liability insurance, especially those providing food or other services with inherent risks.

- **Hold Harmless Agreement:** All vendors must sign a waiver releasing West Wall Street and its affiliates from liability for damages, theft, or injuries incurred during the event.

7. Cancellation Policy

Event Cancellation by Organizers

If West Wall Street cancels the event due to unforeseen circumstances (e.g., severe weather, safety concerns, or other emergencies), vendors will be notified as soon as possible. In the event of an organizer-led cancellation, vendors will have two options:

- **Full Refund:** Vendors may request a full refund of all paid fees, including the security deposit and participation fee. Refunds will be processed within 7-10 business days after the cancellation notification.
- **Transfer of Fees to Future Event:** Alternatively, vendors may choose to apply their paid fees to secure a spot at a future West Wall Street event. Vendors selecting this option will be given priority registration for the next available event and will not need to pay additional fees, unless the future event has an increased participation fee.

Vendor-Initiated Cancellations

- **Advance Notice:** If a vendor needs to cancel their participation, they must notify the West Wall Street committee at least 7 days before the event date to receive a refund of the \$50 security deposit. The \$150 participation fee is non-refundable in this case, but vendors may request to apply the participation fee toward a future event, subject to approval and availability.
- **Late Notice:** Vendors who cancel within 7 days of the event date or do not show up will forfeit both the participation fee and the security deposit.

Rescheduled Events

If the event is rescheduled, vendors may choose to keep their registration active for the new date or request a full refund if they are unable to attend the rescheduled date.

8. Vendor Marketing and Promotion Policy

- **Promotion Commitment:** Vendors are encouraged to promote their participation through social media or other channels to increase event visibility, benefiting all participants.

- **Brand Compliance:** Vendors must use approved event logos and branding in their promotional materials, ensuring consistent and professional event representation.

9. Event Equipment and Space Allocation

- **Provided Equipment:** Each vendor will be provided with one 6-foot table, two chairs, and one tablecloth. Additional tables, chairs, or tablecloths are available for an additional fee. **Same-day requests for extra equipment are not permitted.**
- **Space Limitations:** Due to limited space, vendors are allowed up to two tables per booth, and clothing vendors may have either two clothing racks or one clothing shelf and one rack. Vendors are limited to four chairs per booth.
- **Space Adjustments:** The West Wall Street Committee reserves the right to request space adjustments from vendors to accommodate all businesses within the available space.

10. Waste Disposal

- **Waste Disposal:** Vendors are responsible for leaving their space clean. Any vendor leaving waste behind will forfeit their security deposit.

11. Photo and Video Release Agreement

- **Consent for Media Usage:** Vendors consent to allow West Wall Street to use photos or videos taken at the event that may feature their booth, products, or services for promotional purposes.