**THE BLACK VEGAN EXPERIENCE**

*Proudly Hosted By*

**COMMITTEE OF CONSCIOUSNESS, LLC.**

**SEPTEMBER 18th, 2021**

**10:00am-5:00pm**

*hosted at*

The Osceola County School for the Arts

3151 N Orange Blossom Trail, Kissimmee, FL 34744

**Thank you for your interest in becoming a vendor at THE BLACK VEGAN EXPERIENCE 2021!**

We’re so excited to EAT, DRINK, & VIBE with you at the

*“Coolest Place in Town with Friends All Around to Chill & Get Your Fill of Fun and Knowledge!”*

We’re proud to bring the most unique and exciting vegan festival to Central Florida. Over one thousand people have attended the 1st THE BLACK VEGAN EXPERIENCE to enjoy an enlightening mini-conference and festival day featuring soulful plant-based food, drinks, merchandise, specialty goods, music, family fun, contests & giveaways, wellness activities, vegan activism, celebrity influencers, AND

MUCH, MUCH MORE!

**WHO’S COMING WITH YOU?!!!**

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**TERMS AND CONDITIONS**

THE BLACK VEGAN EXPERIENCE is brought to you by COMMITTEE OF CONSCIOUSNESS, LLC.

The event will take place The Osceola County School for the Arts

3151 N Orange Blossom Trail, Kissimmee, FL 34744

on Saturday, September 18th from 10:00AM to 5:00PM.

We’re honored to host THE BLACK VEGAN EXPERIENCE at one of the most unique schools in Kissimmee, Fl. Osceola County School for the Arts (OCSA) was founded on the parallel learning and cross­ disciplinary values of academic rigor and artistic enterprise, making it the perfect venue for educating others on the vegan lifestyle where vendors, contributors, performers and speakers share their talent in the expression of ideas and/or products they designed and created. This venue is incredibly special, as it allows attendees to access the exhibition hall to enjoy speakers, performers and vendors, while also enjoying some fun outdoors as well!

This is a ticketed event. General admission ticket prices are $35.00 for adults and $10.00 for children, and can be purchased through our website in advance, or at the gate on the day of the event.

In the past, this event has attracted 1,000+ attendees from the vegan community and beyond. This is a direct to consumer market that enables vendors to reach a demographic of conscious consumers. Many vendors have sold out at our past events, so it’s important that vendors come adequately staffed, stocked, and prepared to serve large crowds.

**GENERAL INFORMATION**

 ***Event Details:***

• This event is STRICTLY VEGAN.

• Vendor registrations are on a FIRST COME FIRST SERVE BASIS. Once vendor spaces are full, sign-ups will be closed.

• Vendor deadline for registration/payment closes on **September 12th, 2021** at **11:59pm EST.**

• Vendors are allowed to begin set-up starting at 7:00am. All unloading must be finished by 9:00am, and vendors must be ready to sell and serve for event opening at 10:00am.

 • Vendors must begin break-down at 5:00pm when the event closes, and need to leave the park by 8:00pm.

• Attendance estimates will be communicated with the vendors via email correspondence up until *48 hours* prior to the event. Although the organizer will make every attempt to sell out the event, attendance is not guaranteed.

 • Vendor spaces are chosen by management and vendors cannot request certain spaces. Preference is given to vendors that pay in full upon application approval.

 • Any concerns or specific needs regarding your placement can be communicated to management via email.

• It’s strongly recommended that vendors come prepared with separate order/checkout stations and serving stations (if applicable) to decrease the length of lines. Long lines create unsatisfied customers!

• Limiting your menu to 2-6 of your famous or specialty items makes preparation easier and keeps lines moving in a timely manner.

 • Please be prepared to provide THE BLACK VEGAN EXPERIENCE management with 2-4 menu items free of charge for promotional, media, and advertising purposes. More details will be communicated via email as the event nears.

• Vendor load-in and load-out information, as well as the site plan, will be sent via email prior to the event.

 • Further communications will be sent to accepted vendors via email.

• Vendors will be sent additional information regarding a vendor’s ***WhatsApp*** group prior to the event. The group chat will allow vendors to better communicate to management leading up to and on event day and receive replies in a timely manner.

***Venue Details:***

• Vendors will be located on the Main Field.

• Parking is available at the venue (more info will be sent via email).

• There is no access to electricity on the Main Field. The event will be operating via stadium lights, generators, and portable water access.

• Vendors may be provided with one light, and have the ability to rent electric and extension cords through “Optional Vendor Add-Ons”.

• Vendors are permitted to bring their own generators. (see **LIMITATIONS**)

• Damaging the grass in any way is prohibited! Please make sure the grass in your tent is protected and left in pristine condition after the event ends.

• Mats are required underneath grills and cooking equipment to prevent damage to the grass. (see **LIMITATIONS**)

• Vendors are recommended to use propane, food warming trays, coolers, and low-amp cooking devices. (see **LIMITATIONS**)

• Recycling is strongly encouraged, and vendors are also encouraged to use biodegradable, recyclable materials for serving. General Vendors:

• Vendors are requested to bring their own additional materials, including tables, chairs, marketing materials, signage, generators, etc.

***Non-Food/Drink Vendors:***

• Non-food/drink vendors include companies selling any kind of merchandise or non-food/drink specialty goods.

• Vendors are allowed to bring their own additional materials, including tables, chairs, marketing materials, signage, generators, etc.

***Food Truck/Food Trailer Vendors***:

• Food truck spaces are EXTREMELY LIMITED.

• Food truck vendors will receive an email with additional information regarding spacing, size of truck, etc.

***Non-Profit Vendors:***

• Non-profit vendors must be prepared with their 501c3 upon submission of the Vendor Application.

• Non-profit vendor spaces are extremely limited and there’s a possibility that your application will be waitlisted.

***VENDOR PACKAGES***

*(You May Purchase Additional Vending Slots)*

**Platinum Level - $500**

* Lunch and Snacks During Event
* Vendor Passes (3) With 10x10 Premier Space
* Unloading Assistance
* Parking Pass
* 2 Tables, 2-4 Chairs
* Transport Cart
* Personal Runner Helper for setup/tear-down (30 Min.)
* Free Wi-Fi and Electricity
* *Event Advertising and Water/Refreshments Throughout Event*
* **Gold Level - $250**
* Vendor Passes (2) With 10x10 Slot
* Closer Staging Transport Cart Access
* 1 Table, 2 Chairs
* Paid Wi-Fi and Electricity
* *Event Advertising and Water/Refreshments Throughout Event*

**Silver Level- $50**

* Swag Bag Inserts

***Vendor Costs:***

*The Vendor Fee also includes:*

• Vendor wristbands so employees can enter and exit event without a ticket. Vendors that need more than 4 wristbands must email management prior to the event. (see **LIMITATIONS**)

• Social media advertising tailored to each individual vendor (on Facebook, Instagram, our website, and email newsletter; cumulatively 50,000+ followers).

• Tent and tent light (including set up and break down).

• Police and Security on site.

• Fire Marshal and Health Code inspections.

• Vendor waste management and recycling (trash cans and recycling bins will be easily accessible for vendors).

***Vendor Payments:***

• Vendors will receive follow up information after payment/approval of their application *(Vendors that pay IN FULL at the time of application approval will be given preference when vendor spaces are chosen)*

• We accept payment via **Zelle** and **PayPal** only.

• “Optional Vendor Add-On Fees” are due IN FULL at the time of your initial payment

• The final payment is due no later than September 12th, 2021 by 11:59pm EST.

• Failure to submit payment by the date and time given will result in the TERMINATION of this agreement and refusal to be admitted as a vendor to the event.

***CONDITIONS AND LIMITATIONS***

• This event is strictly vegan and cruelty-free, so the sale of anything containing animal products such as meat, dairy, eggs, honey, gelatin, casein, leather, feathers, etc. is STRICTLY PROHIBITED. The sale of artificially flavored and artificially dyed candies is prohibited unless certified vegan.

\*All food vendors must use recyclable and/or compostable service ware. No Styrofoam will be permitted.

• Fresh produce must be locally sourced.

The event date is subject to change or cancellation at any time (see **RESTRICTIONS**), in which case vendor fees may be refunded or used for the rescheduled event.

• This is a ticketed event. Accepted vendors will be given 2-4 vendor-specific wristbands and credentials on the day of the event that allow them to enter and exit the event without a purchased ticket. Wristbands are not to be given out to friends/family or resold under any circumstances.

• Past events have brought large crowds and long lines. While exact attendance isn’t guaranteed, it is the sole responsibility of the vendor to be adequately stocked with enough staff to accommodate the event size.

• Vendors must abide by the rules and arrive within the load-in time window to set up. Gates will close at a specified cut off time, and late vendors will be turned away after this time. Vendor locations will be marked by tape or a flag. Please unload adjacent to your spot then park

• Vendors are permitted to make sales within their tent space between the hours of 10:00am-5:00pm only.

• VENDORS ARE PROHIBITED FROM SELLING ALCOHOL.

• Vendors are solely responsible for generators that require permits from the City of Orlando if electricity not purchased.

• Pre-made items must be individually wrapped or covered. Leaving food uncovered is prohibited.

• Vendors are required to have a banner or sign identifying themselves

• Vendors are required to have at least one menu item at or below $5, as it’s important to us to provide affordable options to accommodate everyone.

• Packing up before the 5:00pm break-down time is strictly prohibited

• Vendors that sell out before 5:00pm are welcome to put up a “SOLD OUT” sign and enjoy the party until closing.

• Vendors must be packed up and off the premises by 8:00pm.

• Damaging the grass in any way is prohibited. Vendors must not dump grease or oil in the grass and ground, and must not puncture the grass in any way. Doing so will result in a $100 fine.

• Coal fired cooking devices are prohibited.

• Restroom sinks are for hand washing only and not to be used for utensil washing or the disposal of food.

• Trash must be disposed of in the bins provided at the venue. Leaving trash behind will result in a $100 fine.

• It is the vendor’s sole responsibility to obtain the appropriate licenses or permits as required by law, collect and remit sales taxes, and obtain any other legal business requirements. Sales are the sole responsibility of the vendor.

• All vendors are subject to potential inspection by the Fire Marshal on site.

\*Vendors are limited to one outlet per tent. Surge protectors or multiple plug-ins are prohibited\*

• Vendors are responsible for providing images to be used for social media promotion on THE BLACK VEGAN EXPERIENCE accounts.

• Vendors grant THE BLACK VEGAN EXPERIENCE under COMMITTEE OF CONSCIOUSNESS, LLC. an unlimited license to use any photos or videos taken at the event at no additional cost.

• VIOLATION OF STATE AND LOCAL ORDINANCES AND/OR THE BLACK VEGAN EXPERIENCE POLICIES MAY RESULT IN EXPULSION OF VENDOR FROM VENUE OR ANY STATE OR LOCAL APPLICABLE PENALTIES.

***CONTACT US***

For any questions or concerns, you may contact us through email at vonettia@theblackveganexperience.net and we will get back to you within 1 to 3 business days.

***SOCIAL MEDIA:***

Make sure you’re following us on all our social media!

Promote The Orlando Vegan Experience on your website, to your email lists, and any other way you can think of =) You can use the ad on the [Home](http://www.theblackveganexperience.com) page. Please RSVP on TBVE Facebook [Event](https://www.facebook.com/theblackveganexperience/events/) page.

**WEBSITE**: [www.theblackveganexperience.com](http://www.theblackveganexperience.com)

**FACEBOOK:** THE BLACK VEGAN EXPERIENCE @theblackveganexperience

**INSTAGRAM:** @blackveganexperience

**TWITTER**: @blackveganexp

***VENDOR AGREEMENT***

***Liability:***

Should any contingency interrupt or prevent the holding of The Black Vegan Experience, neither the event managers, event producers, (THE BLACK VEGAN EXPERIENCE under COMMITTEE OF CONSCIOUSNESS, LLC..), nor the venue, Osceola County School for the Arts (OCSA) the event staff, nor security, officers, agents, directors, or representatives are liable to vendor for any injury, damages, theft or loss that may occur to the vendor, vendor’s goods, employees, volunteers, or visitors incurred at the event or property from any cause whatsoever, included but not limited to weather, war, terrorism, lockouts, negligence, attendees, etc.

Insurance and liability are the full and sole responsibility of the vendor. It’s recommended that vendors provide a copy of insurance with “COMMITTEE OF CONSCIOUSNESS, LLC.” (3151 N Orange Blossom Trail, Kissimmee, FL 34744), listed as Additionally Insured. This documentation must be provided through email by September 1st, 2021 at 11:59pm EST.

Choosing to forego insurance means that you are accepting full responsibility for any losses, damages, accidents, and/or potential legal action against you or your business that may occur. If needed, you can obtain temporary, one-day event insurance from websites such as theeventhelper.com

I have read and understand liability disclaimer.

***Restrictions:***

COMMITTEE OF CONSCIOUSNESS, LLC. management reserves the right to restrict vendors that become objectionable because of noise, method of operation, materials, or for any other reason, and to prohibit or evict any vendor that, in opinion of the management, may detract from the general character of THE BLACK VEGAN EXPERIENCE under COMMITTEE OF CONSCIOUSNESS, LLC., and the City of Orlando as a whole. This restriction includes persons, things, conduct, printed matter, not abiding by protocols, failure to present insurance, or anything that the management determines objectionable in character. In the event of such restriction or eviction, event management is not liable for any refunds or other vendor expenses. Event will take place rain or shine. Should devastating weather or natural disaster occur, event will be rescheduled. Event is subject to change dates or be postponed at any time. All vendors must be adequately staffed and must remain intact until the official closing hour of 8pm. Early dismantling is disruptive to the event area, therefore, vendors must not pack, tear down, or remove any portion of their vendor setup prior to the official closing at 8pm. Early breakdown is strictly prohibited and will result in a $100 fine.

 I have read and understand restrictions disclaimer.

**Committee of Consciousness** with, The Osceola County School for the Arts, present “**The Black Vegan Experience – FL Edition**” on *Saturday, September 18, 2021 from 10:00 am – 5:00 pm.*

We are excited to have you join us for a day of education, empowerment, entertainment, fun, food and shopping, as we celebrate African American plant-based ancestry, culture and our extended communities through informative presentations, performances, movie screening, and a fashion showcase featuring and the surrounding areas brightest new stars!

This event will provide empowerment to the community as well as great exposure for your business and/or organization. Please ensure the event will be successful for all parties involved by confirming important information related to your participation in this event. If you have questions, do not hesitate to contact planners Julie (407.995.9950) or DeeDee (540.793.4479).

**Vendor Commitment**:

***Information Booth/Swag Bag                                                       $50.00***

***Non-Food Vendors    $250.00***

***Food Vendors      $500.00***

***Electric outlet                                                                                                    $50.00***

***Wifi charge                                                                                                         $25.00***

***Table rental                                                                                                        $10***

***Chair rental $5***

***Linen rental                                                                                                       $5***

**Set-Up Time**:

Friday, September 17th at 5:00 PM. Check in at the registration desk to secure your badge and vendor location.  We strongly suggest all vendor table set-ups to be completed by 10:00 PM the day before the event. If you elect to set up on event day, you will have limited availability of 2 hours (if you're not onsite and set-up before 9:00 am - you will forfeit your vendor space and payment). All vendors’ items must be cleared from tables and vendor areas by 8:00 p.m. September 18th.

**Reminiders:**

* Products and/or services offered should be natural/organic/vegan/cruelty-free in nature
* Table signage or backdrop signage should be professional
* Vending Fees are non-refundable and due within 24 hours of submitting application
* Questions and/or concerns should be communicated in a timely manner to vonettia@theblackveganexperience.net

**Initials \_\_\_\_\_\_\_\_\_**

***Name/Business***: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Upon execution of this form I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, hereby unconditionally release, waive and discharge my right, whether by contract or under operation of law to file cause of action(s) or claim(s) which I may have against Committee of Consciousness and/or The Black Vegan Experience – FL Edition/The Orlando Vegan Experience.

I hereby assume any and all risk of loss, liability, damage or costs, including bodily injury or property damage that may incur arising out of my control or in connection to my acts and/or omissions during the event.

I fully understand the terms set forth in this form, and I hereby waive my rights freely and voluntarily without any inducement, assurance, or guarantee being made to me to the fullest extent allowed by law.

Photography/Audio Release. I do hereby grant and convey that The Black Vegan Experience and affiliates can take and use said pictures as needed for marketing.

Post-Event Survey: I do hereby grant and convey that The Black Vegan Experience and affiliates may contact me after the event concludes to gather information regarding my vending experience, to include: areas for growth, level of support received, attendee engagement and sales (goals vs actual).

By signing below, I acknowledge that I have read and understand Liability, Restrictions and this Release, and agree to its provisions.

***Signed***:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

***Print Name***:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

***Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_***

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