

## **Frequently Asked Questions**

### **Where can I find more information about becoming a vendor for Cooking in Central?**

Click on the event link/flyer that you're interested in and you'll find more information about the event including the Vendor Application link. You can also find information on our Cooking in Central Facebook page or website.

### **What are the key terms, conditions, and policies vendors should know about Cooking in Central events?**

**Registration Fees:** Please note that all vendor registration fees are final and nonrefundable, regardless of the circumstances.

**Sales Guarantees:** Cooking in Central does not guarantee any particular level of sales volume or profitability for participating vendors. All transactions and interactions are solely between individual vendors and customers.

**Liability:** Cooking in Central does not assume any liability for disputes, theft, vandalism, or any other issues that may occur related to your participation. Vendors are participating at their own risk and are solely responsible for securing their designated booth area and merchandise.

Additional policies regarding setup/teardown, booth restrictions, permits, and other procedural regulations are covered thoroughly in our Vendor Information Packet available after sign-up.

### **What does my vendor registration include?**

Space provided is 10 x 10 booth area outside. Nightly security is provided on the grounds at the close of the Festival on Friday and Saturday until 7AM the following day. This is an outdoor festival. Vendors are responsible for their own shelter/tent, tables, chairs, displays, change and necessary supplies.

**Is electricity included with my registration?**

No. Electricity access is not provided for outdoor vending spaces. However, you are welcome to supply your own quiet generator if electrical power is absolutely necessary for your booth setup and operations, please indicate you are doing so at registration. We recommend testing your generator ahead of time to ensure it can sufficiently power all that you need for the duration of the event.

**What items and equipment am I responsible for providing and bringing for my vendor booth?**

To have a successfully equipped vendor booth, please note the following requirements: Vendors must supply their own:

- 10×10 pop-up tent
- At least one 6-ft table
- Chairs
- Table covers/linens
- Weights or ties to secure your tent
- Anything else needed to safely and effectively operate for the duration

You are responsible for any display items. Be sure to bring any additional necessities like signage, lighting, inventory, payment processing devices, hotspots for processing devices, etc.

Feel free to bring customized table covers and signage with your brand logo. Table covers can be any color or design that fits your style.

**How are vendor booth placements and event layouts determined?**

We utilize a first-come, first-served basis. Vendors who arrive earliest are able to select their preferred booth spot within the designated areas.

Booth Neighbors: While we cannot guarantee requests, vendors are welcome to indicate preferred booth neighbors whose offerings complement their products/services well. We make our best effort on strategic vendor mix placement for shopper convenience.

**Can I split my vendor booth with another seller at the Cooking in Central event?**

Sharing your designated vendor booth space with another complementary business is allowed and encouraged to maximize cross-promotion opportunities.

However, registration limitations only allow one official vendor name per booth package purchase. The additional business splitting the booth will need to check-in under the name of the main vendor contact upon arrival.

If you plan to split a booth, we recommend sorting logistics like payments, staffing shifts, equipment needs, etc. ahead of time between businesses so operations run smoothly.

Having an informal agreement in place can help avoid any potential misunderstandings down the line.

**What is the payment policy for Cooking in Central Vendor registrations?**

In order to secure your vendor booth reservation for the CiC event, full payment must be submitted at the time of registration. Please follow registration instructions for payment.

We cannot hold or reserve vendor spots without payment. All registrations are finalized on a first-come, first-served basis based on the completed form and payment receipt.

Additional payment policies:

- Registration fees are non-refundable for any reason as event planning relies on confirmed vendor counts.
- You can make requested modifications to your registration without additional charges up until one week prior to the event start date.

## **What types of display fixtures, visual aids, decor elements and equipment can I incorporate into my Cooking in Central vendor space?**

Along with featuring your core products and services, feel free to amplify your booth using display infrastructure like:

- Retail-style fixtures (racks, shelves, bins, slatwalls)
- Printed banners/signage
- Product photos or catalogs
- Decor touches that convey your brand style
- Giveaway bowls, entry boxes, etc. to drive engagement
- Equipment like tablets/TVs, mannequins, or demo products

Get creative showcasing what makes your business unique! All visual merchandising must fit neatly within your allotted booth footprint. Overly intrusive pieces that protrude excessively pose safety risks.

## **Does Cooking in Central limit how many vendors can register per product category?**

To maintain a diverse and well-balanced vendor event mix catering to wide-ranging shopper interests, we do set loose category caps at Cooking in Central.

While category limitations aim to reduce head-to-head competition, the Cooking in Central does not guarantee any vendor exclusivity rights. All products/services must align with our family-friendly, community-focused standards. LIMITATION OF SPOTS ARE SET FOR SNO-BALL/DESSERT/DRINK VENDORS.

## **What is the vendor application process?**

Complete your vendor application directly on the google form. Upon payment processing, you'll receive a Vendor Welcome email, confirming your registration for the event.

## **What time must I be present to sell my goods?**

Friday 4pm - 8pm and Saturday 11:00 am - 8:00 pm

**What time are vendors allowed to set up?**

Friday 9:00 am - 4:00 pm