

2025 Porter Peach Festival Vendor Responsibilities and Expectations

- **Set Up**

- Vendors will check in for the Porter Peach Festival at the Porter Civic Center on Main Street. Please park on the side of the street allowing the roads to remain clear during set up.
- Set up will occur between the hours of 10 AM – 2 PM. No early or late check-in is available.
- Vendors must be able to set up within their 10 x 10 spaces. If additional space is required or additional electricity is required (beyond what was submitted on the application), vendors are subject to a \$250 fine and we may not be able to accommodate these changes.

- **Operation of Booth & Tear Down**

- All vendor booths should be open and manned during Festival hours on all 3 days of the Festival.
- Vendors must furnish tables, grounded electrical cords, water hoses, tents, shade cover and any other required equipment.
- Vendor spaces should be neat and all trash should be placed in provided dumpsters by vendor.
- Wine and spirits vendors are allowed to provide SAMPLES and CLOSED BOTTLES only per local law.
- Vendors can not tear down booths prior to the close of the Festival and absolutely no vehicles/trailers will be allowed on the streets until close of Festival.
- Moving traffic barriers of any kind (road closed signs or traffic barricades) is prohibited at all times and can result in citations from local governments and the inability to return as a vendor in future years.
- Booths can remain open during the parade, but we ask that vendors partner with us in trying to keep folks out of the street and safe during the parade.
- Vendors will not have access to their booths during the 5K. We will work with local government officials to get the streets opened up and provide access to your booths as quickly as possible following the 5K Saturday morning.
- Vendors must have booths torn down and the streets clear by 1 AM on Sunday, July 20th due to the highway opening back up at this time.

- **Parking and Vendor Lounge**

- Volunteer and Vendor Parking will be available at the First Baptist Church of Porter or on side streets (please be respectful of residents and businesses). You will receive your Vendor Parking Passes during Vendor Check-in on Thursday.
- Campers, RVs, ATVs, golf carts, etc. are not allowed within the festival area.
- We will work with local partners to try and provide a vendor lounge, information of which will be available at check-in.

- **Space Assignment**

- Maps and space assignments will be emailed no later than 1 week before the Porter Peach Festival. Returning vendors will have priority over available spaces until March 31. We try to assign returning vendors with their preferred spots from prior years, however, specific spaces are not guaranteed.

- **Refund Policy**

- Cancellations must be made via email. Cancellations made before June 1, 2025 will receive a full refund of vendor fees. Cancellations made after June 1, 2025 will not receive a refund but are able to pre-apply those vendor fees to the 2026 Festival.