



VENDOR COORDINATOR

The Vendor Coordinator (VNC) recruits and maintains communication with all vendors. The VNC will work closely with the Logistics Coordinator, Scheduling Coordinator, and Festival Director for efficient planning.

- Create the vendor application forms in ClearEvent.
 - Log in credentials will be provided.
 - Utilize previous year's forms as necessary.
 - Be sure to edit dates, times, and locations as needed.
 - Determine inefficiencies with forms/processes and adjust accordingly.
 - Determine if new pricing needs to be implemented including late payment.
 - Determine and set deadlines for:
 - Preapplication and non-refundable \$25 application fee.
 - Application and payment (first wave)
 - Application and payment (final wave)
 - Late application and payment
- Promote recruitment of vendors through social media, newsletters, TV spots, etc.
 - This will be done with the help of the Marketing Coordinator and Subcommittee.
 - Recruitment is primarily via social media posts, but can also come from placements in newsletters and other outlets.
- Work with Logistics Coordinator to build/rebuild existing forms and load-in/load-out schedule in ClearEvent.
 - This may take some brainstorming, but past festival vendor processes have been close to good efficiency.
 - Create and offer early load-in to vendors.
 - Be mindful of the festival site map as this process should be helpful, not a hindrance.
- Designate Zone Leaders from Subcommittee members for each zone.
 - There are 4 zones: air, earth, water, and moto.

- These subcommittee members will report directly to the VNC.
- Zone Leaders are responsible for facilitating placement of vendors within the festival footprint zones during the festival.
- Actively manage recruitment forms and payments.
 - Weed out duplicates, add vendors to the master vendor schedule, and follow up with those who have questions or concerns.
 - Be mindful when choosing/accepting vendors.
 - Do they fit the festival's core principles well?
 - If not, send them a professional declination response.
 - Focus on Sustainability Guidelines for all food vendors.
 - Whether a truck or a snack vendor, work closely with the Sustainability Coordinator and Subcommittee to ensure these guidelines are followed well.
 - Send out informational emails.
 - 1 month prior - "Thank you", general information, and sustainability guidelines
 - 2 weeks prior - general information, load-in/load-out information or schedule, and sustainability guidelines
 - week of the festival - last minute reminders, load-in/load-out information or schedule, and sustainability guidelines
- Be available on the days of the festival by helping with all vendors in any capacity needed.
 - Be ready with any/all lists with schedules, vendor names, placements, etc.