

Hello Prospective 2023 Lilac Festival Food Vendors,

We are thrilled to inform you we have opened vendor registration!

Moving forward, we will be using **EventHub.net** for our registration and communication platform. This will make signing up for our events easier and keeps all of your information stored in one place! Don't worry - creating an account on EventHub is completely free.

**To register for our event this year, follow these steps: (This is also Mobile Friendly)**

1. Click this link to go to our Showcase Page on EventHub: <https://tinyurl.com/4jby43ya>
2. On the left of the page under "Register Now/Book Booth" you will see a list of options. You may have to click "show more options" to view the Food Vendor Space. Add the "Food Vendor Space (Fee Determined Upon Acceptance) option to your cart". ***Your pricing will be determined after you complete the checkout process and we have officially accepted you, until that time you will see your fee is \$0.00***
3. Click "Checkout" in the green box next to "Register Now"
4. You will be prompted to create an account or log-in if you have previously created an EventHub account. Then, you can continue through checkout!
5. After you have successfully logged into your account, you will be redirected to your "My Hub" page. You will see there is nothing in your orders. To continue through checkout, click the shopping cart icon in the top right corner of the page. Then, you can continue through checkout!

At checkout, you will be brought through three steps:

- Step 1: Add-Ons: Our food vendor add-ons such as ice, soda, golf carts, and tents are not yet available. You will receive a notification when they are available for purchase.
- Step 2: Booth Profile: Please follow the prompts and fill out/upload all required information. *\*Your Participant Category is: Concessions-Food*
- Step 3: Checkout: Click "Submit Order"

**Once we have received your application, our team will go through the following steps:**

1. We will review your application and contact you to let you know if you have been accepted and what your base rent versus percentage of sales will be.
2. Your EventHub Balance will be updated to reflect your base fee, and your contract will be added to your account. When our team has made these updates, you will receive a

notification via email. If you plan on using our payment plan, you can make payments in accordance with your contract, via credit card on EventHub, or by check.

**3. Your Next Steps:**

- Complete and sign any required paperwork
- Upload any required documents referenced in your contract
- Keep an eye out for emails from EventHub regarding any changes or additions we may make to your vendor profile