

Indy Pride Incorporated Presents
Circle City IN Pride Festival

Saturday, June 9th, 2012

10:00am to 7:00pm

American Legion Mall, Indianapolis, Indiana



VENDOR REGISTRATION PACKET

Required Information for Vendors and Food Vendors

Vendor Application Deadlines:

Tier I Pricing: March 31st, 2012

Tier II Pricing: April 30th, 2012

Vendor Registration Closes: May 31st, 2012

Please complete pages 5, 6, 7, 12, and 13 of this registration form and return with payment to:

Indy Pride, Inc.
Attention: Indy Pride Festival Vendors
P. O. Box 44403
Indianapolis, IN 46244
Fax: 317.454.1311
vendors@indyprideinc.org
www.indyprideinc.com

ALL BOOTH FEES ARE DUE UPON REGISTRATION. If you need to arrange a payment plan, please contact us ASAP. No booth is considered registered without payment. All checks must be drawn on a U.S. bank account. Any additions the day of the event must be paid by cash or credit card. NO EXCEPTIONS.

SPECIAL NOTES FOR 2012

- a. **CREDENTIALS:** All vendors will be credentialed this year in order to allow for in and out privileges at any entrance and / or exit with ease. Each vendor will be given two credentials the morning of the Festival upon check in at the Indy Pride Information Tent on the South Side of the Festival Grounds near the Main Entrance Plaza to utilize throughout the day. No replacement credentials will be available.
- b. **PRICING:** The pricing for vendor booths this year is again tiered to encourage earlier registration. There will be NO registrations after May 31, 2012.
- c. **LATE FEE:** Any registrations received after April 30th, 2012 will be subject to a Late Fee.
- d. **DISCOUNT VENDOR PACKAGES:** Discounted vendor package rates are available, by request only, for vendors wishing to exhibit at Pet Pride and the Indy Pride Festival. For more information please contact us.
- e. **MUSIC / PETS / POWER GENERATORS / STAKES:** Household pets, amplified sound, outside music, and power generators of any kind within or around your designated booth space as well as staking of any implement which pierces the soil are strictly prohibited unless preapproved by Indy Pride.
- f. **PREMIUM / VENDOR CHOICE LOCATIONS:** There is an option to purchase a premium / vendor choice location within the park. These locations are either near one of the two stages, near the food and beverage court, or a location of your specific preference. If you have selected, or want to select this option, please notify us ASAP and you will be contacted by a member of the committee to find out your preference. Along with the canopies and parking, the premium / vendor choice option is on a first-come, first-served basis. Our website will be updated when this option is no longer available.
- g. **INDY PRIDE WEBSITE VENDOR LISTING:** Every vendor will be listed on our website for informational purposes. For an additional \$25, Vendors may opt to have a direct link to their website included as well. The Circle City IN Pride website receives over 20,000 unique visitors during the week leading up to Pride alone! A website link will provide great exposure for your business, and will differentiate you from the rest of the online list. If you are interested in upgrading to this option, please let us know ASAP so that we can get you on the website sooner rather than later. We will need the specific website address you would like the link to connect to upon registration.
- h. **TRAFFIC PATTERNS / VENDOR SPACE:** After being in the American Legion Mall for two year we have recognized and addressed the concerns and issues raised with respect to traffic patterns as well as the number of food vendors. We will be better utilizing the premises in order to make the experience more consumer friendly and placed a limit on the number of food vendors who

will be preparing food onsite. We have also, once again, expanded the space we will be utilizing in order to spread vendors more evenly throughout the park.

- i. **HANDICAP PARKING:** If you are in need of Handicap Parking, please contact us as soon as possible in order to make arrangements.

PRICING INFORMATION

Vendor Type Descriptions

Early Bird Special Pricing Registration Closes at Midnight on January 31st, 2012

Tier I Pricing Registration Closes at Midnight on March 31st, 2012

Tier II Pricing Registration Closes at Midnight on April 30th, 2012

Late Registration Closes at Midnight on May 31st, 2012

Food Sales – Onsite Preparation (CLOSED, WAITLIST ONLY)

Description: This is a vendor that will be selling food prepared at the festival. There are a very limited number of these slots available and will be on a first-come, first-served basis. These vendors must be located in the designated Food Court area on North Street. Registration includes one 10 foot by 10 foot space. Multiple spaces MUST be purchased if your set up will require more than one 10 foot by 10 foot space. **THIS VENDOR TYPE IS CURRENTLY FULL, WAITLIST REGISTRATIONS ONLY.**

Early Bird	Tier I	Tier II
\$400.00	\$450.00	\$500.00

Food Sales – Standard Vendor Booth

Description: This is a vendor who sells premade or prepackaged food items. This vendor may be located anywhere in the park.

Early Bird	Tier I	Tier II
\$300.00	\$350.00	\$400.00

Merchant Sales & Information

Description: This is the most common vendor classification. You are either selling a product or providing information.

Early Bird	Tier I	Tier II
\$200.00	\$250.00	\$300.00

Artist Sales

Description: If you are an artist who is selling your handmade art items (non manufactured items only), this is your category.

Early Bird	Tier I	Tier II
\$150.00	\$200.00	\$250.00

Not-For-Profit Organizations

Description: All not-for-profit organizations

Early Bird	Tier I	Tier II
\$80.00	\$125.00	\$150.00

Additional Options

Early Bird Special Pricing Registration Closes at Midnight on January 31st, 2012

Tier I Pricing Registration Closes at Midnight on March 31st, 2012

Tier II Pricing Registration Closes at Midnight on April 30th, 2012

Late Registration Closes at Midnight on May 31st, 2012

Premium / Vendor Choice Location		
Description: With this addition, you will get the choice of being near one of the two stages, near the food and beverage area or a location of your specific preference.		
Early Bird	Tier I	Tier II
\$75.00	\$75.00	\$75.00
Link on Website		
Description: All vendors will be listed on our website. Adding this will give you a direct link to your site.		
Early Bird	Tier I	Tier II
\$25.00	\$25.00	\$25.00
Canopy		
Description: Price includes set-up fee. Supplies are limited!		
Early Bird	Tier I	Tier II
\$125.00	\$165.00	\$200.00
Extra Table		
Description: One 8 foot table and 2 chairs are included in all registration fees with the exception of Onsite Food Preparation Vendors. (If you are an Onsite Food Preparation Vendor and need tables and / or chairs, please notify us under "Special Booth Requests")		
Early Bird	Tier I	Tier II
\$40.00	\$50.00	\$60.00
2 Extra Chairs		
Description: One 8 foot table and 2 chairs are included in all registration fees with the exception of Onsite Food Preparation Vendors. (If you are an Onsite Food Preparation Vendor and need tables and / or chairs, please notify us under "Special Booth Requests")		
Early Bird	Tier I	Tier II
\$10	\$15	\$20
Electricity Fee		
Description: All vendors that choose this option will be located in a Premium Space as these will be the only spaces with electricity this year (Premium Space Fee Included).		
Early Bird	Tier I	Tier II
\$175.00	\$275.00	\$375.00
Vendor Parking Space		
This option will guarantee you a parking space in the Scottish Rite Cathedral Parking Lot with in and out privileges from 5:00am – 10:00pm on Saturday, June 9 th , 2012. Spaces are on limited!		
Early Bird	Tier I	Tier II
\$25	\$35	\$45
Clean-up Fee		
Description: This is assessed if your booth area is not cleaned after the event.		
Early Bird	Tier I	Tier II
\$150.00	\$150.00	\$150.00

2012 PRIDE VENDOR APPLICATION FORM

SPONSORING ORGANIZATION NAME

CONTACT PERSON NAME & TITLE			CONTACT PHONE NUMBER (<i>MOBILE PREFERRED</i>)
DAY OF FESTIVAL CONTACT NAME & TITLE			CONTACT PHONE NUMBER (<i>MOBILE REQUIRED</i>)
EMAIL ADDRESS (<i>REQUIRED</i>)			APPLICATION DATE
MAILING ADDRESS			WEBSITE ADDRESS
CITY	STATE	ZIP CODE	

FINANCIAL DETAILS

<i>QUANTITY</i>	<i>DESCRIPTION</i>	<i>UNIT PRICE</i>	<i>EXTENDED</i>
	FOOD SALES – ON SITE PREPARATION	\$450.00	
	FOOD SALES – STANDARD VENDOR BOOTH	\$350.00	
	MERCHANT SALES & INFORMATION	\$250.00	
	ARTIST SALES	\$200.00	
	NOT FOR PROFIT ORGANIZATION	\$125.00	
	PREMIUM / VENDOR CHOICE LOCATION	\$75.00	
	LINK ON WEBSITE	\$25.00	
	CANOPY	\$165.00	
	EXTRA TABLE	\$50.00	
	2 EXTRA CHAIRS	\$15.00	
	ELECTRICITY FEE	\$275.00	
	CLEAN UP FEE	\$150.00	
	VENDOR PARKING SPACE	\$35.00	
	LATE FEE – IF RECEIVED AFTER APRIL 30 TH , 2012		
	TOTAL		

PAYMENT DETAILS (MAKE CHECKS PAYABLE TO INDY PRIDE, INC.)

CREDIT CARD NUMBER		BILLING ZIP CODE
EXP DATE (MM/YY)	SECURITY / CID CODE	NAME ON CARD
AUTHORIZED SIGNATURE		

PLEASE REMIT PAYMENT WITH PAGES 5, 6, 7, 12 AND 13 ONLY. PLEASE KEEP ALL OTHER PAGES FOR YOUR REFERENCE.

2012 PRIDE VENDOR APPLICATION FORM (CONTINUED)

SPONSORING ORGANIZATION NAME

CONTACT PERSON NAME & TITLE

CELL PHONE NUMBER (MOBILE PREFERRED)

ALL VENDORS: Please give a brief description of what you plan to do or sell in the space. Use additional pages as necessary. Note any special requests here. Special requests will be accommodated only as resources and time permit.

I am planning to sell adult products. You will be contacted to discuss special requirements.

FOOD VENDORS: Please provide a list of the food and beverage items you propose to sell. Include a brief description of the item (if not obvious) and the proposed selling price. Attach additional pages if necessary. Feel free to prioritize your list. Pride will select menu items to avoid duplication.

DESCRIPTION OF FOOD VENDOR BOOTH / VEHICLE / STRUCTURE: Please provide a brief description (including dimensions) of the booth, vehicle, and / or structure you intend to use for this event.

By signing below, I certify that I have read and understand the application instructions and rules for participation. As the primary contact person, I understand I will be the only person Indy Pride will contact to inform the organization of important information, dates, and requests for additional information. I understand that it is my sole responsibility to comply with all health department regulations. I further understand that participation in Pride is a privilege and will adhere, to the letter, the spirit, and principles of this event. This is a binding legal contract and I am 18 years of age or older and have been authorized by my sponsoring organization to enter into this contract.

SIGNATURE

TITLE

DATE

ELECTRICAL OPTION INFORMATION (ALL VENDORS)

An electrical connection of up to 15 amps / 120v or 240v may be purchased for an additional fee. The locations for which power can be supplied are limited and available on a first-come, first-served basis only. Vendors will have one power connection per booth and are responsible for their own power strips or extension cords within their booth area.

If you have elected to have electricity at your booth, please answer the following:

What are your specific electrical needs, how many amps and what voltage?

What type of electrical items will you be using?

VENDOR AGREEMENT

- a. **BEVERAGES:** Soft drinks & water must be sold at the same price as those sold by Indy Pride, Inc. which is as follows:
 - i. 16.9oz Bottled Water: \$2.00
 - ii. 12oz Soda: \$3.00
- b. **SET UP:** Unloading and set up of all Vendor Booths will be from
 - i. 6:00pm – 8:00pm Friday, June 8th
 1. Anything left in the park overnight is at your own risk. The park will be fenced in and patrolled by security, but Indy Pride does not accept liability for any damage, loss, or theft of items left overnight.
 - ii. 7:00am – 9:00am on Saturday, June 9th
 - iii. All booths must be on the Festival Grounds and ready for set up by 9:00am.
 1. This does not mean that your booth must be one hundred percent ready to receive visitors, only that you must have everything you are intending on driving to and dropping off at the Festival Grounds by this time.
- c. **PARKING:** All vendor vehicles MUST have a Temporary Vendor Parking Pass displayed in the front windshield while loading and unloading AT ALL TIMES with your name and a phone number you may be contacted at in case of emergency or your vehicle must be moved or your vehicle will be towed at your expense.
 - i. All vendor Vehicles delivering and dropping off items for your booth must be cleared from the loading and unloading zones by 9:00am or your vehicle will be towed at your expense.
- d. **FESTIVAL HOURS OF OPERATION:** Customer / Visitor Ready set up must be completed by 10:00am. Thus, your booth must be ready to receive visitors beginning at 10:00am.
 - i. Booths must be staffed from 10:00am until 7:00pm.
 - ii. Tear down may occur ONLY after 7:00pm.
- e. **CLEANUP / TEAR DOWN:** Failure to clean up your booth area will result in a \$150.00 clean-up fee being charged to your organization or business.
- f. **ENTRANCE / EXIT:** Since the Festival is entirely fenced in this year, please use the Gate closest to your Vendor Booth Space in order to unload your items.
- g. **VENDOR CHECK IN:** All vendors MUST check in at the Indy Pride Info Tent located on the far South end of the Park before 10:00am on Saturday, July 9th, 2012.
- h. **INDY PRIDE FESTIVAL GUIDE:** Any and all changes to the Vendor Listing in the Pride Guide must be received no later than Friday, May 11th. No changes can be made after this date including location and name of your organization.
 - i. If you are interested in advertising in the Pride Guide, please contact us IMMEDIATELY.

FOOD VENDOR AGREEMENT

- a. **SET UP:** On Site Food Vendor set up will begin Friday, June 10th at 4:00pm and must be completed by Saturday, June 11th at 10:00am.
 - i. Please contact us in order to schedule your set up time as soon as possible.
- b. **VENDOR SPACE:** Registration includes one 10 foot by 10 foot space. Multiple spaces **MUST** be purchased if your set up will require more than one 10 foot by 10 foot space.
- c. **GREASE / TRASH / WATER:** All food vendors are expected to provide ground cover inside their booth for the absorption of grease. No food vendor will be allowed to open for business (or stay in business during the Festival) if this ground cover is not in place. Grease absorption mats are best. Grease grey water receptacles are provided for your convenience. **No grease or grey water is to be poured onto the ground or down any drains. Anyone found doing this will be asked to leave the event immediately, will be responsible for any and all environmental cleanup costs, and subject to prosecution by the City of Indianapolis Parks Department.** All food vendors who are cooking food must provide ground cover under their booth for grease.
 - i. Indy Pride will provide a source for water but does NOT provide for continuous water supply.
- d. **PROPANE USAGE:** The use of propane by food vendors is at the complete risk and responsibility of the food vendor. Compliance with all state and local laws, ordinances, and fire code provisions are the sole responsibility of the food vendor and the use of propane shall be subject to inspection by the City of Indianapolis Fire Department, Indy Pride, Inc. and any other lawful regulatory agency having a lawful interest in the safe utilization, storage, and disposal of such materials. Failure to comply with any law, ordinance, fire code provision or any instruction by the City or State Fire Marshall, and or Indy Pride, Inc. with regard to propane use shall result in the immediate termination of the Food Vendor Contract with Indy Pride, Inc. without refund and Food Vendor hereby waives any and all damage claims as a result of such cancellation for failure to comply with instructions contained herein.
 - i. Food vendors who are cooking on site must have a fire extinguisher in their booth.
- e. **BEVERAGES:** Soft drinks & water must be sold at the same price as those sold by Indy Pride, Inc which is as follows:
 - i. 16.9oz Bottled Water: \$2.00
 - ii. 12oz Soda: \$3.00
- f. **CLEANUP:** Food vendors are responsible for cleaning up their booths at the end of the festival.
- g. **MARION COUNTY HEALTH DEPARTMENT RULES & REGULATIONS:** Food vendors must comply with all Indiana & Marion County Health Department rules & regulations.
- h. **TEMPORARY FOOD ESTABLISHMENT LICENSE:** Food vendors must obtain a temporary food establishment license 48 hours before the event begins.

PLEASE DO NOT WAIT UNTIL THE LAST SECOND FOR THIS AS YOU WILL NOT BE ALLOWED ON THE FESTIVAL GROUNDS WITHOUT THIS LICENSE. Vendors may print a temporary food establishment license application by going to <http://www.mchd.com/pdf/fdpapp.pdf>

- i. Food vendors are required to obtain a temporary food service license when operating outside their licensed facility. We will only license food vendors that are listed on the registration form submitted by the organizer. The vendors may apply for their licenses Monday through Friday from 8 a.m. to 4:30 p.m., but they must obtain their licenses 48 hours before the event begins. There is a fee for the temporary license and a list of guidelines the vendors must follow as part of licensure. Licenses for temporary events must be paid in cash, cashier's check, certified check, or money order only. Personal or company checks will not be accepted. Only vendors meeting the definition of a food establishment will be issued a temporary food establishment license.

Marion County Health Department
Department of Food Safety
3840 N. Sherman Drive
Indianapolis, IN 46226
Phone (317) 221-2222

- i. **PARKING:** All vendor vehicles MUST have a Temporary Vendor Parking Pass displayed in the front windshield while loading and unloading AT ALL TIMES with your name and a phone number you may be contacted at in case of emergency or your vehicle must be moved or your vehicle will be towed at your expense.
 - i. All vendor Vehicles delivering and dropping off items for your booth must be cleared from the loading and unloading zones by 9:00am or your vehicle will be towed at your expense.
- j. **FESTIVAL HOURS OF OPERATION:** Customer / Visitor Ready set up must be completed by 10:00am. Thus, your booth must be ready to receive visitors beginning at 10:00am.
 - i. Booths must be staffed from 10:00am until 7:00pm.
- k. **CLEANUP / TEAR DOWN:** Tear down may occur ONLY after 7:00pm.
 - i. Failure to clean up your booth area will result in a \$150.00 clean-up fee being charged to your organization or business.
- l. **ENTRANCE / EXIT:** Since the Festival is entirely fenced in this year, please use the Gate closest to your Vendor Booth Space in order to unload your items.
- m. **VENDOR CHECK IN:** All vendors MUST check in at the Indy Pride Info Tent located on the far South end of the Park before 10:00am on Saturday, July 9th, 2012.

- n. **INDY PRIDE FESTIVAL GUIDE:** Any and all changes to the Vendor Listing in the Pride Guide must be received no later than Friday, May 11th. No changes can be made after this date including location and name of your organization.
 - i. If you are interested in advertising in the Pride Guide please contact us IMMEDIATELY.

TERMS AND CONDITIONS FOR ALL VENDORS

Indy Pride, Inc., proudly presents Circle City IN Pride 2012 – a celebration of Gay, Lesbian, Bisexual & Transgender Pride as an educational and entertainment event and reserves all rights as producers. Any reproduction, broadcast or commercial use of any portion of the event, in whole or in part, in any form, without explicit prior consent of Indy Pride, Inc. is strictly prohibited. By submitting a Vendor Application, you hereafter referred to as a “vendor” agree to comply with the following provisions:

1. All business or other activity for which VENDOR has rented space must be conducted in the designated booth area ONLY. Distribution, layout or hanging of any items outside designated booth area is not permitted.
2. All materials deemed offensive by Indy Pride, Inc. will not be permitted to be sold or displayed. Please keep “adult oriented material” out of view of minors.
3. All vendors and employees are expected to monitor themselves on all matters of conduct, attire, etc.
4. No displays over 8 ft. in height or extending beyond the 10’ x 10’ booth are permitted without prior explicit permission.
5. Vendor is responsible for paying all fees, and obtaining all permits required by any federal, state or local governmental entity, including, but not limited to, the City of Indianapolis. Please note that Indy Pride is required to submit a list of all participating vendors to the City of Indianapolis. Indy Pride is not responsible for the collection or submission of any such governmental fees.
6. Each vendor is required to obtain sufficient and proper insurance. Indy Pride, Inc. assumes no liability for vendors or their invitees or licensees within or around vendor’s allotted area. Indy Pride, Inc. reserves the right to require proof of insurance prior to, during, or following the event. Indy Pride, Inc. reserves the right to remove any vendor not properly insured without any refund or any fees due or paid Indy Pride, Inc.
7. Vendors shall not display, offer for review, or sell any illegal or contraband items. The laws of the State of Indiana and local ordinances of the City of Indianapolis shall control. Vendors shall not display, offer for review, or sell any items that are unlicensed and/or copies/interpretations of licensed or registered items at any or all sites and operations of Circle City IN Pride 2011.
8. Vendor(s) shall indemnify and hold harmless Indy Pride, Inc., its agents, successors, and assigns for any losses that should arise out of Vendor(s) actions, business activity or otherwise arising out of or from Vendor’s participating in the subject event. Vendor(s) shall hold Indy Pride, Inc. harmless for any losses that should arise due to cancellation of the event, regardless of cause.
9. **REFUND POLICY / CANCELLATION / NO SHOWS:** A 75% refund will be given with a written request received by March 31st, 2012. A 50% refund will be given with a written request received by April 30th, 2012 if the space can be filled from an approved waiting list. No refunds will be given for any request received after April 30th, 2012. Festival Vendor understands that Indy Pride, Inc. has no control over weather, acts of God, acts of terrorism, or government intervention or any other cause that may prevent and alter and or interrupt the Festival, and participants shall hold Indy Pride, Inc.

harmless for any losses that could arise because of such event. Indy pride, Inc. does not refund booth fees due to weather.

ACKNOWLEDGEMENT

By signing this application, I acknowledge that I have read and agree to the information in the application and the Terms & Conditions outlined by Indy Pride, Inc.

NAME OF ORGANIZATION / BUSINESS

PRINTED NAME OF REPRESENTATIVE

TITLE OF REPRESENTATIVE

SIGNATURE

DATE
