



CIRCLE CITY IN PRIDE - Saturday, June 12, 2010

Vendor Application Form

(Please complete all three pages)

Please complete this registration form and return it to the address listed at the bottom of the form. NOTES: *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!*

Please note that if you remit payment by February 1, the prices are the same as last year (2009). Envelope must be post-marked by February 1. After the early deadline of February 1, all prices will increase. Any booth registration received after May 31, will be assessed a \$100.00 late registration fee.

		<u>By 2/1/10</u>	<u>After 2/1/10</u>
_____	Sales or Information Vendor (includes a 10 x 10 booth space, one 8 ft. table and 2 chairs)	\$175.00	\$250.00
_____	Not for Profit Sales or Information Vendor (includes a 10 x 10 booth space, one 8 ft. table and 2 chairs)	\$ 80.00	\$100.00
_____	Food Vendor (includes a 10 x 10 booth space, one 8 ft. table and 2 chairs)	\$250.00	\$350.00
_____	Canopy	\$100.00	\$150.00
_____	Canopy Set-Up Fee	\$ 25.00	\$ 50.00
_____	Extra Table and 2 chairs	\$ 40.00	\$ 65.00
_____	Electricity Fee***	\$100.00	\$200.00
_____	Clean-up Fee**	\$100.00	

****NOTE:** *Your organization will be charged a Clean-Up Fee if you do not clean up the area at the end of the event. Do not leave boxes, literature or other items in your booth at the end of the day.*

*****If you need electricity at your booth, you must pay this fee and complete the section on page 2 of the application.**

Name (please list name of contact): _____

Organization or Company Represented: _____

Address: _____

Daytime Phone: _____ Evening Phone: _____

Cell Phone: _____ E-mail: _____

Briefly describe what your organization/business does: _____

Will you be selling any items at your booth? (Please circle one) YES* NO

Please list all items you will be selling: _____

Pride Vendor Application

Electrical Needs:

Will you need electricity for your booth? YES* NO

NOTE: You must pay a fee to have electricity at your booth.

*If yes, what are your electrical needs? What type of items (coffee pot, warmer, crock pot, computer, etc.) will you be using that needs electricity? Please be specific – we will have 120V and 240V only.

Special Booth Requests: _____

NOTES:

- ✓ All booths must be set up by **10:30 a.m.**
- ✓ Set up must be completed by 10:00 a.m. Tear down may occur ONLY after 7:00 p.m.
- ✓ Booths must be staffed from **11:00 a.m. until 7:00 p.m.**
- ✓ **Failure to clean up your booth area will result in a \$100.00 clean-up fee being charged to your organization or business.**

Special Notes for Food Vendors:

- ✓ The standard booth space is 10' x 10'. If you require additional space, you must pay for an additional booth space.
- ✓ All food vendors who are cooking food must provide ground cover under their booth for grease.
- ✓ Food vendors who are cooking on site must have a fire extinguisher in their booth.
- ✓ **Indy Pride will provide a source for water but does NOT provide for continuous water supply.**
- ✓ Soft drinks & water must be sold at the same price as those sold by Indy Pride, Inc.
- ✓ Food vendors are responsible for cleaning up their booths at the end of the festival.
- ✓ Food vendors must comply with all Indiana & Marion County Health Department rules & regulations.

Method of Payment: (Circle one)

Check (payable to Indy Pride) VISA MasterCard

Credit Card Number: _____

Name on Card: _____ Exp. Date: _____

Zip Code for Credit Card Holder: _____ Security Code: _____

Signature: _____ Date: _____

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.

Signature

Date

Mail application and payment to:

**Indy Pride, Inc.
ATTENTION: CIRCLE CITY IN PRIDE 2010
P. O. Box 44403
Indianapolis, IN 46244**

Terms and Conditions for All Organizations & Businesses

Indy Pride, Inc., proudly presents Circle City IN Pride 2010 – 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 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 2010.
- 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.

_____ agrees and will comply with the above.

Name of Organization/Business

Signature: _____ Title: _____

Printed Name: _____ Date: _____