



Pride in the Desert

Saturday, October 1, 2016

2016 Exhibitor/Vendor Guidelines

Tucson Prides' Mission Statement

Tucson Prides' mission is to unite, serve, promote, educate and represent the LGBTQ and Allied Community.

All in the Pursuit of Equality.

Tucson Prides' Vision Statement

Tucson Pride exists to ensure an environment of inclusion and equality and to be a leader in driving positive change.

Exhibitor information and policies

General event information:

Name - Pride in the Desert.

Location - festival will be held in Reid Park DeMeester Outdoor Performance Center, Located at 900 S. Randolph Way Tucson, AZ 85716 85713.

Hours - festival hours for the public are from 12 noon to 9:00 pm. Gates open at 12:00pm.

Theme - our theme for 2016 is: "Solidarity through Pride"

Exhibitor types:

Food/beverage—Any person or entity whose primary purpose is the sale or distribution of any food or beverage item(s). Tucson Pride retains the right to reserve or restrict the sale of any food or beverage item, for any reason, during the festival. A complete list of items to be sold must be submitted with application.

Commercial—Any person or entity selling or promoting a product or service.

Non-profit—Any person or entity selling or promoting a product or service, registered with the IRS as a non-profit corporation or organization. **Proof of non-profit status is required, and must be submitted with vendor application.** Non-profit exhibitors may not sell products without authorization from Tucson Pride.

Deadline for receipt of all commercial and non-profit applications is 5:00 pm, Friday September 26, 2016. Applications received after this date are not guaranteed listing in print media for the event.

Tucson Pride retains the right to reserve or restrict the sale of any item or service, for any reason, during the festival. A complete list of items to be sold must be submitted with application.

Required documentation:

Each exhibitor must complete and provide the following:

- Exhibitor application
- Proof of insurance (see below) or completed application and separate payment for Casswood Insurance (included)
- Proof of non-profit status for qualifying exhibitors
- Food/beverage vendors must provide a copy of a current health permit issued by the Pima County Health Department by start of event Saturday, October 1, 2016.

No application is considered complete or accepted without the above documents and payment.

Insurance:

Each exhibitor/vendor must maintain at all times while performing under this agreement:

Comprehensive General Liability (CGL) or Public Liability insurance, with limits of liability not less than:

- Bodily Injury - \$1,000,000 each person per occurrence/aggregate
- Property Damage - \$1,000,000 per occurrence/aggregate limits

Each exhibitor/vendor also agrees to provide Tucson Pride with a certificate of insurance for the aforementioned amounts, naming both Tucson Pride and Pima County as additionally insured. Such insurance shall be primary insurance to any other valid and collectible insurance. Nothing contained in these provisions relating to insurance coverage and amounts required herein shall operate as a limitation to the Exhibitor's liability. Should you need insurance coverage for the duration of the event a link to an on-line application for Casswood Insurance can be found on our webpage at <http://tucsonpride.org/sponsorsandvendors.html>.

Security Deposit:

No security deposits are currently required.

Cancellation:

Exhibitor requests for cancellation and refunded fees will be accepted in writing through September 26, 2014. ***After that date, no refunds will be made.***

Should event be cancelled by Tucson Pride on or before actual event date for any reason outside the control of Tucson Pride, (including but not limited to: inclement weather, act of God, war, terrorism, revocation of venue use), it will be at Tucson Prides' sole discretion to reschedule event or refund any applicable fees.

Exhibition spaces:

All exhibitors are required to set-up and stay within areas assigned.

Neither exhibitors nor vendors will sell, rent, sublet, lend or give their space to any other merchant, vendor or organization without prior written approval of Tucson Pride.

Neither merchants nor vendors will promote or advertise any outside event whatsoever in competition with any official or officially sanctioned Tucson Lesbian/Gay Alliance or Tucson Pride sanctioned event in any way, shape or form. Violation of this paragraph will result in immediate removal of offending merchant/vendor from the Pride venue. All monies or sponsorships having been paid will be forfeited by offending merchant/vendor.

Each non-food exhibitor will be assigned a tented 10' x 10' space. Each space is under a 10' x 10' canopy, and is generally open on three sides.

Food trucks will be assigned either a regular or large food truck space (determined by overall length of food truck). See vendor application for length ratings.

Equipment provided:

Each exhibitor space will be set up with 1 table and 2 chairs (this does not apply to food trucks). Any additional tables and chairs must be requested on the application, or provided by the exhibitor.

Electricity for booths will be available by request only.

Each food/beverage vendor is responsible for their own supply of clean water for sanitation and for the safe disposal of any waste water created.

Exhibitor permits:

Any exhibitor selling a product is required to have a resale license, or Transaction Privilege Tax License, from the State of Arizona. This license must be posted in the assigned space at the festival.

All food vendors must have a current health permit issued by the Pima County Health Department. The permit must be obtained and supplied to Tucson Pride no later than start of event, Saturday October 1, 2016. The health permit must be posted in the assigned space on the day of the festival.

Any exhibitor or vendor forced to close by any government agency for failure to obtain or display any of the aforementioned permits or licenses will automatically forfeit any and all fees, and may be subject to additional fines.

"Vendor permits" required by Pima County will be obtained by Tucson Pride.

Exhibitor locations:

Tucson Pride will make every effort to accommodate special requests by exhibitors for specific placement within the festival, however no special locations are guaranteed to any exhibitor except Sponsors (as noted in their package). All locations and placement are at the sole discretion of Tucson Pride. All decisions are final. Exhibition fees will not be refunded based on availability of preferred placement.

Exhibitor admission:

Entry by exhibitor passes is permitted through any gate.

Exhibitor check-in:

Commercial and non-profit—Check in the day before the event will be from 2:00 pm to 5:00 pm. Check-in on the day of the event will be from 7:00 am to 11:30 am only.

Food/beverage vendors—**All food vendors must check-in and be setup by 9:00 am on Saturday, October 1.** This is to assure full compliance with sanitation standards during any inspections of the food service area by the Health Department.

There will be no vendor check-in until Saturday morning October 1 at 7:00am.

There will be limitations on where on the grounds you will be able to drive your vehicle. Updates on vehicle traffic on the grounds will be sent out with your exhibitor packet. All vehicle traffic must be off the festival grounds by 11:30am. As a matter of public safety, this will be strictly enforced!

Exhibitor break-down and check-out:

Food/beverage—food and beverage vendors may not close until the festival closes at 9:00 pm.

Commercial and non-profit—exhibitors from these categories may close no earlier than 8:30 pm. Items may be hand-carried from the festival grounds at this time.

No vehicle traffic will be permitted on the grounds until after festival closing, and such traffic is deemed safe by the Pima County Sheriffs Department; this will occur at approximately 10:00 pm.

Each exhibitor is expected to leave their assigned space clean and free of debris or trash. All equipment or materials assigned to an exhibitor must be accounted for upon check-out.

Other guidelines for all exhibitors:

Only authorized food and beverage vendors are permitted to sell or give away any food or beverage items of any kind.

Authorized food and beverage vendors must:

- Serve all food in/on paper plates or containers
- Serve all beverages in plastic or paper cups, or in sealed plastic or aluminum containers.

The use of glass containers of any kind for food or beverage sales or service is strictly prohibited.

The sale and/or distribution of alcoholic beverages are strictly prohibited by any person, vendor or group other than Tucson Pride or its designees.

All ice must be purchased on-site. No outside ice may be brought onto festival grounds.

All vendors must visibly post legible and accurate prices for all items at all times.

Due to the wide variety of ages and family nature of this festival, no exhibitor or vendor may display or offer for sale any item or service deemed pornographic, sexually explicit, or inappropriate in nature. Tucson Pride retains final purview over whether an item or service falls into one or more of the aforementioned categories.

All exhibitor activity must be conducted within the space provided. No one except Tucson Pride or their designees may circulate among festival attendees and distribute or sell any type of literature or product. Any exhibitor or individual attempting such solicitation will be immediately removed from the festival grounds, with any and all fees/admissions forfeited.

No exhibitor, vendor or person may perform any act, or engage in any conduct or behavior that:

- Is in violation of any City, County, State or federal law or ordinance
- Puts the health and/or safety of any event patron, volunteer, or staff person at risk
- Is found to be at odds with the mission of Tucson Pride and/of the Pride in the Desert festival (as outlined above)

Contact information:

For specific information regarding all exhibitors including food and beverage, contact our Sponsor and Vendor Coordinator, via email at sponsorship@tucsonpride.org or vendors@tucsonpride.org.

All completed applications must be sent to:

Tucson Pride
PO Box 57478
Tucson, AZ 85732

Deadline for receipt of vendor applications is 5:00pm Monday September 20th, 2016. PLEASE MAKE ALL CHECKS/ MONEY ORDERS PAYABLE TO "TUCSON PRIDE BOARD" or "Tucson Lesbian & Gay Alliance

For information regarding Tucson Pride or Pride in the Desert, or any other Tucson Pride event, visit our website at <http://tucsonpride.org>

I the undersigned, by my signature, accept and agree to abide by these 2016 Exhibitor/Vendor Guidelines. I under that violation of these guidelines may result in the closure of my organizations booth at the Tucson Pride event and forfeiture of any fees or monies paid:

Name: _____ Signature: _____

Organization: _____ Date: _____