



2010 Guidelines for Festival Exhibitor/Vendor Participation

The Event

The 2010 Twin Cities Pride Festival (“the Festival”) is a two-day event that will take place on Saturday, June 26, 2010 and Sunday, June 27, 2010 in Minneapolis’ Loring Park. The Festival will feature at least four stages, public speakers and entertainment.

These guidelines pertain to Twin Cities Pride (“Pride”), a Minnesota nonprofit corporation and organizer of the Festival, and its offering of space on the Festival grounds for both days of the event. Pride reserves the sole right to approve the participation of any applying exhibitor or vendor. ***A confirmation letter will be sent out to accepted exhibitors and vendors prior to the Festival if their application is received prior to Tuesday, June 1, 2010.***

Your Space

Regular exhibitor/vendor spaces are rented out in 10'x10' squares. Food/beverage vendor spaces are rented per vending unit. Pride provides the booth space(s) and one table per booth space. Additional tables may be ordered through Pride. **Tables for your booth will be available for pickup at the Festival Operations Center and other designated locations prior to the start of the Festival. Pride does not provide chairs, tents or other furniture - you must furnish these items yourself. You may only use Pride’s designated tent provider, Apres, unless you provide your own tent. No other tent provider will be permitted on the Festival grounds.**

Exhibitor/vendor spaces are available on a first-come, first-served basis. Pride reserves the sole right to place exhibitors and vendors in any location Pride deems appropriate. Please note any special requirements on your application.

Your Participation

You are required to have your booth(s) open on Saturday, June 26, 2010 from 10:00 a.m. until 8:00 p.m. and on Sunday, June 27, 2010 from 10:00 a.m. until 6:00 p.m. (food/beverage vendors in the Loring Food Court must remain open until 10:00 p.m. on Saturday, June 26, 2010). You must check-in prior to 9:00 a.m. on Saturday, June 26, 2010. No new exhibitors/vendors will be allowed to register or setup after 6:00 p.m. on Friday, June 25, 2010. Deviations from this policy may be negotiated with the Festival Director or his/her designee.

Booths 5000-6999 (See map for location or contact the Festival Manager or his/her designee) will be required to close by 7:00 p.m. on Saturday, June 26, 2010 to accommodate setup of the fireworks display. There will be no exceptions to this policy.

Insurance

It is highly recommended that you have proof of liability insurance present at your booth during the Festival. Food/beverage vendors are required to provide proof of insurance to Pride prior to the start of the Festival. Please read your Exhibitor/Vendor Agreement carefully prior to signing it.

Permits

It is your responsibility to deal with any necessary permits and/or licenses (i.e. Minneapolis Health Permit, Minnesota Sales Tax, etc.). All approved food/beverage vendors must submit a copy of their Minneapolis Health Permit to Pride no later than Friday, June 4, 2010.

Cleaning Charges/Fees

Pride reserves the right, and will charge, any exhibitor/vendor a cleaning fee should they leave their space(s) in a condition that requires additional cleaning. Your organization/business agrees to pay this fee, if imposed, as a condition of participating in the Festival.

Inclusion

Pride wishes to be as inclusive as possible in all of its events. Please contact us with any issues that might prevent your group from fully participating in the Festival.

Subletting and Sharing of Booth Spaces

You may not sublet/share your booth space(s) to/with another business or organization without prior written consent from Pride’s Festival Director or his/her designee. Subletting of booth space(s) is not allowed and will result in your expulsion from the Festival grounds for the duration of the Festival without any refund or other compensation. Expulsion from the Festival grounds may also result in cleaning fees and/or other costs associated with your business/organization being assessed. Your business/organization agrees to these conditions and to pay any such fee(s) that may be imposed as a condition of participating in the Festival.



2010 Guidelines for Festival Exhibitor/Vendor Participation

Limitation to Stated Activities

You must limit your activities at the Festival to those you state on your application, which must pertain to your organization/business. You must also limit the conduct of those activities to your booth space(s). ***Sales or distribution of anything done by walking through the Festival grounds is not permitted.***

Food and Beverage Sales

Potential food and beverage vendors must contact the Festival Director prior to submitting any application. A separate request form and additional details will be provided once contact has been made with the Festival Director or his/her designee. Food and beverage sales will be conducted through tickets purchased at Pride-operated "Food and Drink Ticket Booths." ***If you sell food or beverages for cash you will be expelled from the Festival grounds for the duration of the Festival without any refund or other compensation. Expulsion from the Festival grounds may also result in cleaning fees and/or other costs associated with your business/organization being assessed.*** Your business/organization agrees to these conditions and to pay any such fee(s) that may be imposed as a condition of participating in the Festival.

Pride reserves the right to sell all soft drinks and water at the Festival venue. Food/beverage vendors are strictly prohibited from selling soft drinks and water. Special permission may be granted for the sale of specialty non-alcoholic beverages (frozen beverages, coffee products, etc.) by the Festival Director or his/her designee.

Vehicles

Pride does not provide parking for exhibitors/vendors at the Festival - this is your responsibility. Pride accepts no responsibility for any citations for exhibitors/vendors that are illegally parked. Parking meters and ramps are available near and around Loring Park.

Exhibitors/vendors may access the Festival venue in order to set up their booth from 8:00 a.m. to 8:00 p.m. on Friday, June 25, 2010 and from 6:00 a.m. to 9:00 a.m. on Saturday, June 26, 2010 and Sunday, June 27, 2010. In order to reduce damage to the Festival venue and ease congestion during setup hours, each exhibitor/vendor will be allowed a two-hour time block on Friday, June 25, 2010; a one-hour time block on Saturday, June 26, 2010; and a one-hour time block on Sunday, June 27, 2010, in which to have a vehicle in the park.

No vehicles are permitted in the Festival venue between 9:00 a.m. and 10:30 p.m. on Saturday, June 26, 2010 and 9:00 a.m. and 6:30 p.m. on Sunday, June 27, 2010. Only vehicles that have been pre-approved by the Festival Manager may remain on the Festival grounds while the Festival is open and must clearly display its Pride Festival Vehicle Permit.

Official Pride Guide™ Inclusion

In order to be included in the Official 2010 Pride Guide™, we must receive your application *no later than Friday, April 9, 2010.*

Cancellations

You may cancel your application in writing at any time up until Friday, April 2, 2010 for a refund of all deposits and fees paid, except any non-refundable application fee. Cancellations made after this date will not be refunded.

Product Duplication and Exclusivity

Pride reserves the right to determine the number of businesses or organizations that exhibit or vend the same or similar products and/or services at the Festival.

No Assumption of Endorsement, Affiliation and/or Sponsorship

Acceptance as an exhibitor or vendor by Pride does not imply endorsement of or affiliation with the organization and/or individual. An exhibitor's/vendor's presence at the Festival does not in itself constitute sponsorship of Pride. The view expressed by exhibitors and vendors are not necessarily those of Pride, its community partners or its corporate sponsors. Please see the Exhibitor/Vendor Agreement for more information.



2010 Guidelines for Festival Exhibitor/Vendor Participation

Failure to Follow Guidelines/Laws

Pride reserves the right to remove you from the Festival grounds for failure to follow these guidelines, the instructions of Festival staff or the laws and regulations of the Minneapolis Parks and Recreation Board, City of Minneapolis, State of Minnesota or any organizations under those governmental entities. This would occur without any refund or other compensation. Such removal may also result in cleaning fees and/or other costs associated with your business/organization being assessed. Your business/organization agrees to these conditions and to pay any such fee(s) that may be imposed as a condition of participating in the Festival.

For Further Information...

Please contact:	All Non-Food/Beverage Vendors	(612) 305-6941	exhibitors@tcpride.org
	Food and Beverage Vendors (upon invitation)	(612) 305-6907	festival@tcpride.org

Return your completed Festival application packet to:

**Twin Cities Pride
Attn: Festival Operations
P O Box 2104, Loop Station
Minneapolis MN 55402**