



2018 VENDOR INFORMATION PACKET

First of all, thank you for your support of Twin Cities Pride! We would not be able to do what we do without you. We are planning for a great weekend and hope you have a wonderful experience at Twin Cities Pride.

Please review the content of this document thoroughly.

If you have **any** questions before the event, email Festival Operations Coordinator Ramona Richardson at ramona.richardson@tcpride.org or call **612-255-3260**. For any questions on-site, please visit the Vendor Central tent located near Festival Operations. Please note that email will be checked throughout the weekend, but response will be delayed.

-Vendors are required to check-in at Vendor Central, located at Festival Operations near Willow and Grant.

-In order to check-in and set up your booth, you must have submitted BOTH full payment (checks will not be accepted after June 1st) and your ST19 form: http://www.revenue.state.mn.us/Forms_and_Instructions/st19.pdf

-Note: Even if you've filled out an ST19 in prior years, we need you to fill it out and sign it for 2018 regardless of whether you plan to sell things at your booth or not. MN Dept. of Revenue will be on hand to collect these forms.

-In case of emergency or ANY security issue at the Festival, please CALL Pride's Safety Dispatch at 612-255-3265 or 911

SET UP

-Exhibitors/vendors may access the Festival venue to set up their booth during the following times:

8:00 a.m. to 4:00 p.m. on Friday, June 22, 2018;

6:00 a.m. to 8:45 a.m. on Saturday, June 23, 2018;

6:00 a.m. to 9:00 a.m. on Sunday, June 24, 2018. (Walk-in only)

Please set up during the time you indicated on your application.

-During setup, all vehicles MUST display a Vehicle Access Permit with driver's cell phone number, booth number, and organization/business name while in the Park. Vehicles without such identification will be considered suspicious and towed immediately. During setup, vehicles can only be in the park for a maximum of ONE HOUR to reduce congestion on the paths.

THIS IS NOT A PARKING PASS

-No vehicles are permitted in the Festival venue after 4:00 p.m. on Friday, June 22 or after 9:00 a.m. on Saturday, June 23, 2018. Only vehicles that have been pre-approved by Twin Cities Pride may remain on the Festival grounds during Twin Cities Pride's hours of operation. **Violators of this will be towed immediately.**

-VEHICLES WILL NOT BE ALLOWED IN THE PARK UNTIL 7:00 p.m. ON SUNDAY, JUNE 24.

-Twin Cities Pride DOES NOT PROVIDE PARKING FOR VENDORS. Street parking in the area is limited. You may drive into the park during set-up times to drop off your materials only. Parking ramps are available at the Walker Art Center, MCTC, and the Hyatt Regency Hotel.

YOUR BOOTH SPACE

-Hours of operation for vendor booths are 10 a.m. – 6 p.m. on both Saturday and Sunday. There will be no exceptions to this policy.

-Each booth will be required to **display a color-coded booth number** to assist us with safety. This number will be provided to you upon check-in at Vendor Central.

The safety of our guests is our first priority and displaying your booth number will help our safety team provide the best service to everyone.

-All booth locations are subject to change at the discretion of Twin Cities Pride Festival staff.

-Your booth space comes with ONE 8' table. Twin Cities Pride does not provide chairs, tents, or other furniture - you must furnish these items yourself.

-You may only use Pride's designated tent provider, Après (952-942-3399), unless you provide your own tent. No other tent provider will be permitted on the Festival grounds. A limited number of 10'x10' tents may be rented from Pride for **\$450** on-site. Tent pre-orders through Après are approximately \$280 and include tent set-up and removal.

-You may not hand out or distribute food or beverages to attendees without prior approval from Twin Cities Pride. THIS INCLUDES "SAMPLING". All food and beverage distribution is done through Pride-approved food and beverage vendors with a license from the Minneapolis Department of Health. Unauthorized food and beverage vendors will be shut down immediately and subject to the Department of Health's fines.

-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.

TEAR DOWN & CLEAN UP

-Tear down can begin Sunday at 6 pm. Vehicles are NOT allowed into the Park **until after 7:00 p.m.** Sunday night.

-Items left after 9:00 p.m. Sunday night will be considered abandoned. Pride will dispose of them and you will be charged a disposal fee.

-Twin Cities Pride reserves the right to and will charge any 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. Additionally, you are responsible for paying the charges for all damages you cause.

-Pride reserves the right to remove you/your booth 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.

ENDORSEMENT

-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.

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