

The 14th Annual
PRIDE IN THE PINES
Festival & Celebration



June 12, 2010
11:00AM – 8:00PM
Wheeler Park
Flagstaff, Arizona

EXHIBITOR APPLICATION

P.O. Box 1604
Flagstaff, AZ 86002
Phone: (928) 213-1900
Fax: (928) 255-4667
info@flagstaffpride.org
www.flagstaffpride.org

**Pride in the Pines 2010 Festival & Celebration
EXHIBITOR APPLICATION**

***DEADLINES:
Early Bird – April 20, 2010
Final – May 18, 2010***

Business / Organization Name: _____

Mailing Address: _____

City, State & Zip Code: _____

Contact Person(s) and Title: _____

Day Time Phone: _____

Evening Phone: _____

Fax: _____

Email: _____

Not for Profit Tax ID Number: _____

Commercial Tax ID Number: _____

LIST ALL ITEMS TO BE SOLD AT THE FESTIVAL

FINAL APPROVAL AND ACCEPTANCE OF PERMISSIBLE ITEMS FOR SALE AT PRIDE IN THE PINES WILL BE INCLUDED WITH YOUR CONFIRMATION LETTER. Additionally, your letter will contain any exclusivity products or services that will be provided by Sponsors of Pride in the Pines.

PLANNED:

ALTERNATE:

*** Non-profits who are fundraising, please describe fundraising activity ***

2010 Pride in the Pines Pride Festival & Celebration

TERMS & CONDITIONS FOR ALL EXHIBITORS

Please read the following and sign below
to indicate your agreement to abide by & follow the terms & conditions listed herein.

Northern Arizona Pride Association (NAPA) presents the annual Pride in the Pines Festival for the public and reserves all rights as producers. Any reproduction, rebroadcast or commercial use of any portion of the event, in whole, or part, in any form, without permission of NAPA is strictly prohibited.

- A. Applicant understands the purpose of the Northern Arizona Pride Association - Pride in the Pines Festival is to celebrate lesbian, gay, bisexual, transgender pride, and agrees to do nothing to defeat this purpose during the term of this license to occupy.
- B. Exhibitors shall submit the required booth fees with COMPLETED application and \$100 CLEANING deposit (separate check). Deposit will be refunded to exhibitors who are deemed in good standing after the event. Booth space must be staffed all day and then cleared of all paper, boxes, etc., in order to receive your cleaning deposit back. LEAVING WITHOUT BEING CHECKED OUT BY AN EXHIBITOR COORDINATOR IS GROUNDS FOR EXCLUSION FROM FUTURE EVENTS.
- C. All business or other activity for which the exhibitor has rented space must be conducted within the designated booth space ONLY. No distribution, canvassing, handing out fliers, nor vending of any kind may be done outside of the designated rented booth space area.
- D. Tents, tables, chairs, lights, and electrical equipment rented from NAPA must remain in your rented space during and after the festival. VIOLATING THIS PROVISION IS GROUNDS FOR COST OF EQUIPMENT, RETENTION OF \$100 CLEANING DEPOSIT, AND/OR EXCLUSION FROM FUTURE EVENTS.
- E. THE SALE OF ANY NON-ALCOHOLIC BEVERAGES WILL NOT BE ALLOWED UNLESS A FEE HAS BEEN PAID TO SELL THE EVENTS SPONSORED NON-ALCOHOLIC BEVERAGE(S). FEES CHARGED PATRONS WILL BE THE SAME AS NAPA'S. ICE WILL BE PURCHASED ON-SITE ONLY – NO OUTSIDE ICE.
- F. THE SALE OF ALCOHOL IS STRICTLY PROHIBITED.
- G. Exhibitors must post prices legibly and visible to the general public at all times.
- H. All electrical equipment and appliances must conform to the UNIFORM FIRE CODE OF COCONINO COUNTY.

- I. **NON-PROFIT RATES:** If you are an organization, which qualifies as a not for profit organization pursuant to Internal Revenue Code 501(c), you are eligible for non-profit rates as indicated. Please submit a photocopy of your IRS Letter of Determination with the application. For-Profit businesses **DO NOT** qualify for non-profit rates even if your booth proceeds will be donated to a non-profit organization.
- J. **PERMITS:** You are required to obtain and display all necessary permits and/or licenses in order to operate on the Festival grounds. If you are forced to close by any government agency for failure to obtain or display your necessary permits and/or licenses, NAPA is not liable and will not refund ANY fees. Contact the following to obtain licenses and permits:

State of Arizona
License and Registration
 1600 West Monroe
 Phoenix, AZ 85007

City of Flagstaff
 Steve Schafer
 211 West Aspen Ave.
 Flagstaff, AZ 86001
 (928) 779-7685

Coconino County
Environmental Health
 2500 N. Fort Valley Rd, Bldg. 1
 Flagstaff, AZ 86001
 (928) 226-2710 / 1-877-522-7800

- K. **INSURANCE:** All Exhibitors **MUST PROVIDE PROOF OF GENERAL LIABILITY** in the amount of \$1,000,000. **INSURANCE NAMING "NAPA" AS ADDITIONALLY INSURED** (see enclosed option).
- L. **REFUNDS:** Your booth fee and additional equipment rental(s) are **NON-REFUNDABLE** unless cancellation, in writing, is received by NAPA 30 days prior to the Festival date.

(I have read and understand the conditions from A to L _____ initials)

EARLY BIRD APPLICATIONS DUE – April 20, 2010
ALL APPLICATIONS DUE – May 18, 2010

Send Completed Applications to:
NAPA
Attn: PIP 2010 Exhibitor Committee
P.O. Box 1604
Flagstaff, AZ 86002

Exhibitor Application Check List

Completed Applications Will Include:

EXHIBITOR: (please initial each box below after completion)

- Signed Terms and Conditions Form
- Completed and Signed Application
- Completed Exhibitor Fee Worksheet
- Flagstaff Sales Tax Certificate / Permit (Phone the City at (928) 779-7685)
- Full Payment of Fees and SEPARATE Deposit Checks
- Copy of IRS Letter of Determination (**not for profit only**)
- Certificate of Insurance OR completed "day of" insurance application form.
- Submission of this application and fees does not guarantee a space.

FOOD VENDORS ONLY: (please initial each box below)

- Photo required of booth
- Give proper electrical amperage of 110/220 volts your space will be using. IF food vendor uses electric power more than noted in application a \$100 fee will be attached day of event.
- Applicant must show proof that the tent or canopy material is made of flame resistant material or the material has been treated with an approved flame retardant.
- Fire Extinguishers rated 2A-20B:C must be present day of festival, must pass City of Flagstaff fire inspection (MANDATORY)
- Running water is not provided.** You must bring you own water for cooking and hand washing. Coconino County Health Department requires that you provide appropriate cleaning materials as well as hand washing set up.
- Food vendors MUST NOT put generated waste in cardboard trash receptacles provided for attendees. In the event that any food/cooking waste is found in cardboard receptacles, NAPA reserves the right to keep the \$100.00 cleaning deposit and LEAVING WITHOUT BEING CHECKED OUT BY AN EXHIBITOR COORDINATOR IS GROUNDS FOR EXCLUSION FROM FUTURE EVENTS. (MANATORY)**
- THE SALE OF ANY NON-ALCOHOLIC BEVERAGES WILL NOT BE ALLOWED UNLESS A FEE HAS BEEN PAID TO SELL THE EVENTS SPONSORED NON-ALCOHOLIC BEVERAGE(S). FEES CHARGED PATRONS WILL BE THE SAME AS NAPA'S. ICE WILL BE PURCHASED ON-SITE ONLY – NO OUTSIDE ICE.**

Applicant understands that the Northern Arizona Pride Association has legal possession and control of Wheeler Park pursuant to agreements with the City of Flagstaff Parks and Recreation Department. Applicant further understands that any use granted by Northern Arizona Pride Association is a license to occupy only, and is not coupled with an interest in the property. The Northern Arizona Pride Association reserves the right to terminate this license to occupy at any time during the applicant's use of it, if in the Northern Arizona Pride Association's determination:

1) the applicant creates a nuisance to any other of the licensees or guests; 2) the applicant is found to have changed or added to the uses set forth in this application; 3) the applicant has falsified any of the statements of this application; 4) the applicant's use of space violates any governmental laws or ordinances, or interferes with the orderly and successful conduct of the Festival. Applicant understands the purpose of the Northern Arizona Pride Association, Pride in the Pines Festival is to celebrate gay, lesbian, bisexual, and transgender pride and agrees to do nothing to defeat the purpose during the terms of this license to occupy.

NAPA reserves the right to place exhibitors on the Festival grounds according to the master plan, and is done on a first come, first serve basis. Therefore, any cancellations by exhibitors based on dissatisfaction of booth placement will subject exhibitor to forfeiture of all booth and equipment fees. There will be a limited number of "same kind" exhibitors. All exhibitors must submit a list of primary and alternate selling items of a diverse category. In the event of an excessive number of "same kind" applications, NAPA reserves the right to request an applicant to change or alternate selling items. Exhibitors agree NOT to sell or distribute items listed as "exclusive" to NAPA.

I HAVE READ THE ABOVE TERMS AND CONDITIONS FOR THE PRIDE IN THE PINES FESTIVAL. I AND ALL PERSONS ASSOCIATED WITH MY BUSINESS/ORGANIZATION SHALL COMPLY WITH THE TERMS AND CONDITIONS HEREIN.

Dated this _____ day of _____, 2010

Business / Organization Name: _____

Contact Name: _____

Contact Signature: _____

*** INCOMPLETE APPLICATIONS WILL BE RETURNED
AND NOT PROCESSED ***

Make checks payable to: Northern Arizona Pride Association (NAPA)

2010 EXHIBITOR FEE WORKSHEET

All spaces are 10'x10' and come with a table and two chairs unless otherwise noted and paid for. Electricity is not provided with Exhibitor Space rental. Electrical availability is limited. Please include all electrical needs on this worksheet. We cannot guarantee late electrical requests will be filled.

Category	Price	Early Bird Post Marked by April 6, 2010	Final Post Marked by May 18, 2010	Write In Amount
Retail Space	Covered	\$295.00	\$350.00	
	Uncovered	\$150.00	\$200.00	
Food Space (Limited to 7) (10x15 must provide electrical)	1 Space	\$375.00	\$425.00	
	*Beverage Fee	\$50.00	\$50.00	
Not for Profit (Proof of status required)	Covered	\$150.00	\$200.00	
	Uncovered	\$80.00	\$130.00	
Hand Crafted Arts & Crafts Or Artisan	Covered	\$175.00	\$225.00	
	Uncovered	\$100.00	\$150.00	
Electrical Total Amperage _____ Please attach detailed electrical usage by device. After May 18, late fee of \$50 applies.	110 volts 20 amps		\$50.00	
	220 volts 20 amps		\$90.00	
Late Fee (after May 18, 2010)	\$200.00			
Additional Equipment	Item	Quantity	Cost (each)	
	8' Table		\$ 20.00	
	Folding Chair		\$ 5.00	
	Canopy / Tent		\$120.00	
TOTAL RENTAL SPACE FEES:				\$
** SEPARATE CLEANING DEPOSIT CHECK **				\$100.00

* The Ability to sell the "event sponsors" non-alcoholic beverages will require the sale price to be the same as NAPA's selling price. See page 3 Item E for more details.

*** If you do not submit a separate check for your cleaning deposit,
Your application will be returned as "incomplete" ***



casswood insurance agency ltd

2010 EXHIBITOR LIABILITY INSURANCE \$1,000,000 Limit of Liability

*Please be legible. If we cannot read your handwriting, we cannot issue certificates or process payments accurately.
It wastes your time and ours and causes delays.*

This application is for the **PRIDE IN THE PINES 2010 FESTIVAL (Flagstaff, AZ)**

Name _____ dba _____

Business Name _____

Mailing Address _____

City _____ State _____ Zip _____

Telephone () _____ Fax () _____

Email: _____

Website _____

**This insurance policy provides Liability coverage only.
There is NO COVERAGE for loss or damage to your property, stock or inventory.
We cannot insure vendors who are piercing body parts, tattooing, selling fireworks or weapons.**

Please describe the product, service or information you are providing. Include a brochure if you are mailing this form to us or direct us to your website.

- Providing Information only** \$ 50.00) *Non Profit*
- Selling a Product or Service** \$ 100.00) *Commercial - (no product liability)*
- Selling a Product or Service** \$ 100.00) *Commercial - (with product liability)*
- Food & Drink** \$ 200.00)

RATES ARE ESTIMATES ONLY PRICING MAY CHANGE WITHOUT NOTICE

Payment	<input type="checkbox"/> Personal Check is attached payable to Casswood Insurance Agency Ltd . Personal checks will be accepted up to 15 days prior to the event. Please indicate "Vendor" and the "Pride in the Pines 2010" in the memo area of your check. <input type="checkbox"/> Cashiers check or money order is attached payable to Casswood Insurance Agency Ltd . Please indicate "Vendor" and the "Pride in the Pines 2010" in the memo area of your check. <input type="checkbox"/> Please charge the <input type="checkbox"/> Visa or <input type="checkbox"/> MasterCharge account for Name _____ Billing Address _____ Account # _____ Exp _____ / _____ Amount Charged \$ _____ Signature _____ <input type="checkbox"/> Mail My Insurance Certificate <input type="checkbox"/> Fax My Insurance Certificate <input type="checkbox"/> Email My Insurance Certificate A Certificate of Insurance will be sent to you as soon as your payment clears our bank. .
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