



Dear Friend,

This is your invitation to the 20<sup>th</sup> annual Fort Wayne Pride Festival 2017. Last year's event was a huge success, but we know with your help this year's festival will be even better! Pride 2017 will be held on Saturday, July 22<sup>nd</sup> at Headwater's Park East in downtown Fort Wayne, IN. On Saturday, Pride will begin at noon with events running until midnight. You may choose to be at Pride for whatever period of time you wish, but we have set vendor hours from 12-7pm. Check out our website [www.fwpride.org](http://www.fwpride.org).

The cost for a vendor booth is \$100 for businesses and \$50 for not-for-profit organizations. The number of festival goers expected this year should easily offset the price of the booth. We are expecting well over 13,000 people for Pride 2017, which will be our largest crowd yet. **We only have 70 vendor spaces this year**, so be sure to get your application in early. We will continue to limit the types of booths to ensure variety and reduce duplicating products. Food vendors will again be in the adjacent parking lot connected to the park which should increase foot traffic since that area will not require a wristband. Only food vendors will be permitted to sell food. Information on obtaining a food permit is available in Part C. Application and payment is due by **June 15<sup>th</sup>**, however if we fill up sooner registration will be closed. 2016's vendor market was by May 6<sup>th</sup>.

If you are familiar with the venue you will remember that there is a dome over most of the park. The first 50 booths will be placed under the pavilion, the remainder will be in the grassy area. All vendors that are setting up a canopy, even if it is under the pavilion, need to indicate it in Part B so we can take that into consideration for booth placement. Each booth is 10' x 10' and will be provided with an 8' table, 2 chairs, and 4 wristbands. If you need additional wristbands they can be purchased now for \$3 each, a \$2 discount per band (limit 4). Advertising in our Pride Guide is another way to get your information out to the LGBT community. Contact Nikki at (260) 602-6860 for more information.

Fort Wayne Pride Festival will again be a two day festival with Friday, July 21<sup>st</sup> being the start of the festival, but our main vendor event will only be taking place on Saturday. You are welcome to join us Friday night from 7pm-midnight in the park as a vendor at an additional cost of \$30. If so, please indicate that on your application so that we can place your booth at a convenient spot for Friday. You are also welcome to stay later than 7pm on Saturday, but please note that on your application as well. For those considering staying after 7pm it will be considerably louder and darker for our evening entertainment. Pride will NOT provide lighting for your booth.

If you are interested please complete the enclosed application and send it to:  
Fort Wayne Pride 7829 Noble Ridge Pl Fort Wayne, IN 46825

Make your checks payable to: Fort Wayne Pride. If you have any questions regarding Pride 2017 please feel free to contact me, Arin Spiller, at (260) 444-1522 or email me at [vendor@fwpride.org](mailto:vendor@fwpride.org). Thank you for your time, and we are looking forward to celebrating Pride with you in Fort Wayne!

Sincerely,

Arin Spiller  
Vendor Coordinator FW Pride

## Vendor Registration Form

For A Booth At Fort Wayne Pride Festival, Please Complete All Sections.

### Section A- Contact Information

Company/ Organization Name: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Phone Number: ( \_\_\_\_\_ ) \_\_\_\_\_ - \_\_\_\_\_

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Email: \_\_\_\_\_

Web Page URL: \_\_\_\_\_

### Section B- Vendor Registration

	Check on the line to the left all items that apply	Cost Each	Extended
_____	We want a retail vendor booth at Pride Festival.	\$100.00	
_____	We want a food vendor booth at Pride Festival. (very limited space available) Please indicate your unit's measurements & electric needs below for planning purposes.	\$100.00	
_____	We want a nonprofit booth at Pride Festival. No food or beverage sales.	\$50.00	
_____	We need _____ additional wristbands at \$3 each.	\$3.00	
_____	We need _____ additional tables @ \$15.00 each.	\$15.00	
_____	We need _____ additional chairs @ \$5.00 each.	\$5.00	
_____	We will require electricity for our booth.	\$30.00	
_____	We will require water for our booth.	\$30.00	
_____	We will be at the festival Friday night.	\$30.00	
_____	We will be staying after 7pm Saturday.	\$0.00	
_____	We will have a canopy. ***in order to set up you MUST have weights attached to your canopy.	\$0.00	

Total: \_\_\_\_\_

Please specify what you will have at your booth. If you are selling items please be sure to list what you are selling. If you have business or nonprofit information please include what information you will be providing.

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## Section C

The Fort Wayne Pride Festival Committee (FWPFC) is pleased to welcome you to this year's event! The pride festival is a great opportunity to promote your business or organization and/ or distribute literature to our diverse community.

FWPFC will limit the number of vendors selling similar items. If for any reason your application is not accepted you will be contacted and given a full refund. If you have any questions if there is a similar booth already signed up for the festival please contact Arin.

As a vendor your booth must be set up, staffed and ready to operate by 11:45am. The festival will be open from noon to midnight. Vendors may begin to tear down no earlier than 7pm. **You must be out of the park by 1:30am Saturday.**

If you paid for a Friday booth, you must be set up and ready to operate by 6:45pm with the festival running from 7pm to midnight. There will be security in the park Friday overnight, but FWPFC is not liable for any lost or stolen items.

\*Vendors must provide necessary equipment to operate your booth with the exception of one 8' table and two chairs. *If electricity, water or additional tables and chairs are needed please specify in Section B.* Each booth will be allowed 4 complimentary wristbands. If any more are required (limit 4 additional), please pre-pay in Section B. Booths are 10' x 10'.

FWPFC is unable to accept responsibility for any lost or stolen items, or for any rental equipment other than our own.

Only one organization or vendor may use each booth space unless prior authorization has been obtained from FWPFC. All businesses or other activities which the applicant has rented space must be conducted in designated booth area only unless approved by board. Pre-registered vendors unable to attend must notify FWPFC 48 hours prior to the event and are not permitted to sublet without prior consent from FWPFC. Fliers, handbills and petitions will be limited to booth area only. Non-booth holders may NOT distribute merchandise or fliers of any kind.

**\*\*NO FOOD ITEMS OR BEVERAGES MAY BE SOLD OR DISTRIBUTED AT ANY BOOTH WITHOUT A HEALTH PERMIT** from the Department of Health, Allen County. Please call the Department of Health at (260)449-7561 at least 2 weeks prior to the festival and ask for a temporary food permit. Permits not applied for at least 2 weeks in advance may not be processed in time, so please get this done early. Food vendors will need to have their food permit at Pride for health inspectors. Only food vendors are permitted to sell food or drinks at the festival. **Food vendors be sure you have indicated your unit size in Part B.**

It is the responsibility of all exhibitors to obtain all permits, licenses, etc. FWPFC reserves the right to prohibit the sale or distribution of materials that may be illegal, pornographic, or which may be considered overtly offensive. Any decision made by FWPFC officials is final. Contact Arin with questions.

FWPFC asks vendors to please take your table down and stack them when you are done to help with clean up. If you are not physically capable of doing this, please include that in your application and we will take care of them. Individual booths are not provided with trash cans, so bring your own if you need it. Vendors are responsible for cleaning up their booth area.

If you are going to be having a canopy inside of the festival area, please specify that in Section B. You will need to bring weights or sandbags to keep the canopy from blowing away. FWPFC will not be able to provide you with that material.

No vehicles can be driven through the park, so plan accordingly. There is no longer a vendor parking lot, but nearby parking is available. FWPFC cannot assume responsibility for any vehicles ticketed or towed that are not properly parked.

You may not bring in your own alcoholic beverages. We will have a beer tent, but city regulations do not allow individuals to bring their own alcohol into public parks.

Weapons are not permitted at Fort Wayne Pride. Pets are not allowed in parks during festivals. This is county regulation.

All fees are non-refundable and must be paid when booth application is submitted. There is a \$35 fee for any returned checks. Please make checks payable to: FORT WAYNE PRIDE. Please send applications and registration fees to: Fort Wayne Pride; 7829 Noble Ridge Pl; Fort Wayne, IN 46825.

If you have any questions concerning this application or the Pride Festival please contact Arin Spiller, vendor coordinator, (260) 444-1522 or email vendor@fwpride.org.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

# Fort Wayne Advertising

The Fort Wayne Pride Guide is a great way to advertise to the LGBT and straight ally community. Our rates are the same as last year with premium space available on a first come-first serve basis. We also have design rates if you need someone to design your ad for you. Send ads to: [nikki@fwpride.org](mailto:nikki@fwpride.org).

Ad Rates: Full Page- \$70

Half Page- \$45

Quarter Page- \$30

Inside Cover Full- \$125

Design Rates: Full Page- \$40

Half/ Quarter \$25

**Ad Sizes: Full: 5 ½" x 8 ½"**

**Half: 5 ½" x 4 ¼"**

**Quarter: 2 ¾" x 4 ¼"**

- **Ads are due June 25<sup>th</sup> to ensure printing deadline**
- All ads will be in full color
- Ad space needs to be paid in advance
- Refunds will not be issued for ad space
- Ads must be submitted in 300 dpi or higher
- No paper/ Business Card Submissions to ensure quality
- Placement and location of ad is at our discretion
- **If you do not submit an ad or pay for design, your ad will not appear in the Pride Guide. You must submit an ad by June 25<sup>th</sup> to be included.**

Pride Guide 2017

Business/ Organization Name: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Address: \_\_\_\_\_

Email: \_\_\_\_\_

Phone: \_\_\_\_\_

Website: \_\_\_\_\_

Ad Contact: \_\_\_\_\_ email: \_\_\_\_\_

Circle One:

FULL

HALF

QUARTER

Special Placement: \_\_\_\_\_

Ad Total: \$ \_\_\_\_\_

Make Checks Payable to: Fort Wayne Pride

Mail to:

Fort Wayne Pride

7829 Noble Ridge Place

Fort Wayne, IN 46825