

## 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.	\$70.00	
_____	We want a not for profit booth at Pride Festival.	\$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.	\$15.00	
_____	We will require water for our booth.	\$10.00	
_____	We are a food vendor.	\$0.00	
_____	We will be at the festival Friday night.	\$0.00	
_____	We would like to be outside the dome & will bring our own canopy.	No extra charge from booth rental	

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

If you are selling an item or items please specify what you are selling or tell a little about your business or organization:

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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.

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.

\*Vendors must provide necessary equipment to operate your booth with the exception of one 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 please pre-pay in Section B.

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 Day for health inspectors. Only food vendors are permitted to sell food or drinks at the festival.

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 Nikki 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.

Vehicles must be parked in approved areas. No vehicles can be driven through the park, so plan accordingly. 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.

Pets are not allowed in parks during festivals. Please do not bring your pet along to the festival.

All fees are non-refundable and must be paid when booth applications 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 Place; Fort Wayne, IN 46825.

If you have any questions concerning this application or the Pride Festival please contact Josh Reid, vendor coordinator, (260) 637-1701 or email [josh@fwpride.org](mailto:josh@fwpride.org) or Nikki Fultz, director, at (260)602-6860 or via email at [nikki@fwpride.org](mailto:nikki@fwpride.org).

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