

**The 16th Annual
PRIDE IN THE PINES
Festival & Celebration**



**June 16, 2012
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*

EXHIBITOR APPLICATION

DEADLINES:

Early Bird – Friday May 5th, 2012

Final – Friday May 26th, 2012

-Packets will be sent from NAPA by June 5th 2012-

Business / Organization Name: _____

Mailing Address: _____

City, State & Zip Code: _____

Contact Person(s) and Title: _____

Day Time Phone: _____

Evening Phone: _____

Fax: _____

Email: _____

Non 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 ***

2012 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 with the **\$25.00 CLEANING deposit (separate check or money order NON REFUNDABLE)**. Booth space must be staffed all day and then cleared of all paper, boxes, etc. 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, neither 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. **All spaces are 10'x10' and come with a 6 foot table and two chairs.** Additional equipment is optional to purchase.
- E. THE SALE OF ALCOHOL IS STRICTLY PROHIBITED.
- F. Exhibitors must post prices legibly and visible to the general public at all times.
- G. All electrical equipment and appliances must conform to the UNIFORM FIRE CODE OF COCONINO COUNTY.
- H. **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.
- I. **INSURANCE:** YOU MUST PROVIDE PROOF OF GENERAL LIABILITY INSURANCE NAMING "NAPA" AS an interest insured. Speak to your agent for information on your policy. (see enclosed option on page 8.)
- 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
City Sales and Tax
211 West Aspen Ave.
Flagstaff, AZ 86001
(928) 213-2250

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

- K. **CANCELLATION REFUND POLICY:** 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.
- L. **THIS WILL INCLUDE FOUR (4) WRISTBANDS FOR YOUR BOOTH SPACE. EXTRAS BANDS CAN BE PURCHASED BELOW ON WORK SHEET.**

I, _____ have read and understand the terms and conditions from **A through L for the 2012 Pride in the Pines Festival, June 16th 2012.**

Date: _____

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 _____, 2012

Business / Organization Name: _____

Contact Name: _____

Contact Signature: _____

Purchasing Electric ONLY:

(Please provide detailed drawing of where your electrical items will be placed in booth space)

*Purchasing **Electric ONLY** from NAPA (This is mandatory by City of Flagstaff for review):

- BRING your own extension cords- We recommend bringing two 50 ft #12 cords (Outdoor) and label them. NAPA is not responsible nor will provide.**
- What AMPS you will be using (City Requirement)**
- Drawing of space (City Requirement)**

20 amps max \$50.00	Amps: _____	Total Cost: _____
------------------------	-------------	-------------------

After May 26th, late fee of \$50 applies

2012 EXHIBITOR FEE WORKSHEET

All spaces are 10'x10' and come with a 6 foot table and two chairs unless otherwise noted and paid for. Electricity is not provided with Exhibitor Space rental. We cannot guarantee late electrical requests will be filled. **THIS WILL INCLUDE FOUR (4) WRISTBANDS FOR YOUR BOOTH SPACE. EXTRAS BANDS CAN BE PURCHASED BELOW.**

Categories 	Retail	Handmade Arts & Crafts, Massage, Psychic, Artisan (Proof Required) <i>Political Parties</i>	Non Profit (Status Required)
Covered Tenting- Early Bird Post Marked by May 5 th , 2012	\$285.00	\$185.00	\$140.00
Covered Tenting- <i>Final</i> Post Marked by May 26 th , 2012	\$335.00	\$235.00	\$190.00

*Uncovered- You provide own 10 x 10 Tent Early Bird Post Marked by May 5 th , 2012	\$155.00	\$115.00	\$90.00
*All uncovered tents will receive 4 (20lbs) sand bags Included in price. \$5.00 for each additional bag.			
*Uncovered You provide own 10 x 10 Tent <i>Final</i> Post Marked by May 26 th , 2012	\$205.00	\$165.00	\$125.00

Additional Equipment	Retail	Handmade	Non Profit
<i>8 foot table-\$20.00 each QTY x _____</i>			
<i>Chairs-\$5.00 each QTY x _____</i>			
<i>Electrical (from pg 6)</i>			
<i>Sand bags \$5.00 each Uncovered Only</i>			
<i>EXTRA WRISTBAND \$10.00 EACH QTY x _____</i>			
<u>TOTAL RENTAL:</u>			

Exhibitor Application Check List

Completed Applications Will Include:

(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 (928-213-2250)
- Full Payment of Fees and **SEPARATE** Cleaning Deposit Checks \$25.00 check or money order only.
- Certificate of Insurance OR completed "day of" insurance application form.
- Submission of this application and fees does not guarantee a space.**
- Copy of IRS Letter of Determination (**Not for Profit Only**)
- Handmade Arts & Craft, Massage, Artisan and Psychic (Proof Required)
- MADE COPIES OF APPLICATIONS FOR YOUR RECORDS!**
- 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**

\$25.00

(SEPARATE CLEANING DEPOSIT Non-Refundable)

* If you do not submit a separate check or money order for your cleaning deposit, your application will be returned as "incomplete" and not processed*

I have read and understand the conditions for the 2012 Pride in the Pines Festival Check-Off List:

Name: _____

Signature: _____

Date: _____

Check or Money Order made payable to:
Northern Arizona Pride Association

Send Completed Applications to:
Northern Arizona Pride Association
Attn: PIP 2012 Exhibitor Committee
P.O. Box 1604
Flagstaff, AZ 86002



KALIFF INSURANCE
ESTABLISHED 1917

2012 EXHIBITOR LIABILITY INSURANCE \$1,000,000 Limit of Liability

Please write legibly so we can process your certificate accurately.

This application is for: PRIDE IN THE PINES 2012 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:

**Items listed are not accepted for endorsement: Body Piercing & Massages ~Climbing Walls ~Tattooing
~Gun Shows ~Child Care ~Tobacco Products ~Auto Part ~Fireworks ~Playground Equipment ~**

Please describe the product, service or information you are providing:

- | | | | |
|--------------------------|-------------------------------------|-----------|--|
| <input type="checkbox"/> | Providing Information only | \$ 65.00) | <i>Non Profit</i> |
| <input type="checkbox"/> | Selling a Product or Service | \$ 65.00) | <i>Commercial - (no product liability)</i> |
| <input type="checkbox"/> | Food & Drink | \$ 65.00) | |

RATES ARE
ESTIMATES
ONLY
PRICING
MAY
CHANGE
WITHOUT
NOTICE

Personal Check/Cashier Checks/Money Orders is attached payable to **Kaliff Insurance**. Personal checks will be accepted up to 15 days prior to the event. Please indicate "Vendor" and the "Pride in the Pines 2012" in the memo area of your check.

For Credit Card charges please call the office at 210.829.7634

Kaliff Insurance
P.O. Box 171225
San Antonio, TX 78217

Payment

Office: 210.829.7634 Fax: 210.829.7636 Email: clif@kaliff.com

Mail My Insurance Certificate Fax My Insurance Certificate Email My Insurance Certificate

VENDOR/EXHIBITOR

Rules and Regulations 2012

Reminders:

- **No staking to the grass** (per city parks and rec. ordinance)
- All Ice coolers will be checked by staff at check-in and throughout the festival day. Absolutely **NO ALCHOHLIC Beverages** are allowed.
- Ice is available for purchase day of event. \$7.00 20lbs bags
- #12 (grounded outdoor) extension cords if you **requested electrical** use at event.
- **NO camel backs and water packs allowed**
- Bring City and State Sales Tax License if you are selling merchandise.
- **June 16th Gates will be closed by 9:30am!**
- Coconino County Health Department Permit and a current and inspected fire extinguisher (food vendor only).
- Please refer to Exhibitor Confirmation letter for applicable dates and times for vendors and exhibitors in regards to setting up booths, etc.
- Must adhere to original menu/product list submitted with application (food vendor only).

Please contact Cheryl Rider, Cheryl@flagstaffpride.org or Claudine Short , Claudine@flagstaffpride.org if you have questions about any of the following reminders.

Thank you,

Northern Arizona Pride Association
Exhibitor Committee