

**The 16<sup>th</sup> Annual  
PRIDE IN THE PINES  
Festival & Celebration**



**June 16, 2012  
11:00AM – 8:00PM  
Wheeler Park  
Flagstaff, Arizona**

**FOOD VENDOR APPLICATION**

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

# FOOD EXHIBITOR APPLICATION

## **DEADLINES:**

***Early Bird – Friday May 5th, 2012***

***Final – Friday May 26th, 2012***

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

**Mailing Address:** \_\_\_\_\_

**City, State & Zip Code:** \_\_\_\_\_

**Contact Person(s) and Title:** \_\_\_\_\_

**Day Time Phone:** \_\_\_\_\_

**Evening Phone:** \_\_\_\_\_

**Fax:** \_\_\_\_\_

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

**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 MENU:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## 2012 'Pride in the Pines' Festival 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. **Food Exhibitors shall submit the required booth fees with COMPLETED application with the \$50.00 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, 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'x20'**. Additional equipment is optional to purchase. VIOLATING THIS PROVISION IS GROUNDS FOR COST OF EQUIPMENT and EXCLUSION FROM FUTURE EVENTS.
- E. **THE SALE OF ALCOHOL IS STRICTLY PROHIBITED.**
- F. **FOOD 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. **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.)**
- I. **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

- J. **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.
- K. **ICE:** WILL BE PURCHASED ON-SITE ONLY – NO OUTSIDE ICE.
- L. **THIS WILL INCLUDE FOUR (4) WRISTBANDS FOR YOUR BOOTH SPACE. EXTRAS BANDS CAN BE PURCHASED BELOW ON WORK SHEET.**
- M. 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.

## FOOD VENDOR

- N. **All food** must be contained and stored within the allotted space provided, off the ground. If special vehicles are needed for storage, NAPA must be notified at least three weeks prior to the opening of the Festival.
- O. **Running water is not provided:** You must bring your own, and provide appropriate cleaning materials. Standard Festival trash containers MAY NOT BE UTILIZED for food waste.
- P. **Food waste:** Must be properly disposed of, i.e. grease and oil dispensers. Use of glass or Styrofoam containers to serve food or beverages is expressly prohibited.
- Q. With this application all food vendors must provide a detailed list of food or beverages to be sold. Once submitted to NAPA, you may not add additional items to be sold without the written consent of NAPA.
- R. A GREASE DISPENSER WILL BE ON SITE FOR WASTE PRODUCT.
- S. **THE SALE of non alcoholic beverages will NOT be allow unless a fee of \$50.00 for the rights to sell the event sponsored NON-ALCOHOLIC BEVERAGE(S) (water/soda).**
- FEES charged to patrons will be the same as 'Pride in the Pines'.**
- The NON-ALCOHOLIC BEVERAGES (water/soda) can be purchased separately from the \$50.00 through Northern Arizona Pride Association on site JUNE 15<sup>th</sup> 2012.**

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I, \_\_\_\_\_ have read and understand the terms and conditions from A through S for the 2012 Pride in the Pines Festival, June 16<sup>th</sup> 2012.

**Date:** \_\_\_\_\_

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*Terms and Conditions Cont' to page 5*

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.

2) 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)

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\*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<br>\$50.00 | Amps: _____ | Total Cost: _____ |
|------------------------|-------------|-------------------|

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

# Food Vendor Application Check List

## FOOD VENDORS ONLY:

Completed Applications Will Include:

**(Please initial each box below after completion):**

- Signed Terms and Conditions Form
- Completed and Signed Application
- Completed Food Vendor Worksheet
- Flagstaff Sales Tax Certificate / Permit (Phone the City at (928) 213-2250)
- Full Payment of Fees and **SEPARATE** Cleaning Deposit of \$50.00 check or money order only (non refundable.)
- Certificate of Insurance OR completed "day of" insurance application form.
- Submission of this application and fees does not guarantee a space.**
- Photo required of booth
- Purchase of electrical and map drawing. \$50.00 included in booth space.**
- 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.
- THE SALE of non alcoholic beverages will NOT be allow unless a fee of \$50.00 for the rights to sell the event sponsored NON-ALCOHOLIC BEVERAGE(S) (water/soda).**
- FEES charged to patrons will be the same as 'Pride in the Pines'.**
- The NON-ALCOHOLIC BEVERAGES (water/soda) can be purchased separately from the \$50.00 through Northern Arizona Pride Association on site JUNE 15<sup>th</sup> 2012.**
- MADE COPIES OF APPLICATIONS FOR YOUR RECORDS!**

**\$50.00**

***(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\*

**Check list continues on page 8**

**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

## 2012 Food Vendor Worksheet

- All spaces are 10'x15'
- **Please include all electrical needs on this worksheet. 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 ON WORK SHEET.**

| Category  | Food Vendor ONLY   |
|---|--|
| Early Bird Post Marked by<br>May 5 <sup>th</sup> , 2012                                 | \$350.00   |
| <u>FINAL</u> Post Marked by<br>May 26 <sup>th</sup> , 2012                              | \$420.00   |
| *Non-Alcoholic Beverage Sale<br>Purchase from NAPA (ONLY)<br>June 15 <sup>th</sup> 2012 | \$50.00<br><small>* 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 4 Item S for more details.</small> |
| <i>Electric from page 6</i><br>\$50.00  | \$50.00<br><small>*Please attach detailed electrical usage by device. After May 26th, late fee of \$50 applies.</small>  |
| \$50.00<br><i>Non Refundable Cleaning Deposit</i><br><i>(Separate Check)</i>            | \$50.00  |
| <i>8' table-\$20.00(each)</i><br>QTY x _____  |  |
| <i>EXTRA WRISTBAND</i><br>\$10.00 EACH QTY x _____                                      |  |
| <b>TOTAL RENTAL:</b>  |  |
| <i>Make checks payable to:</i> <b>Northern Arizona Pride Association</b>                |  |



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:

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

**Office: 210.829.7634    Fax: 210.829.7636    Email: [clif@kaliff.com](mailto:clif@kaliff.com)**

**Payment**

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 16<sup>th</sup> 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).

***-Packets will be sent from NAPA by June 5<sup>th</sup> 2012-***

Please contact Cheryl Rider, [Cheryl@flagstaffpride.org](mailto:Cheryl@flagstaffpride.org) or Claudine Short, [Claudine@flagstaffpride.org](mailto:Claudine@flagstaffpride.org) if you have questions about any of the following reminders.

Thank you,

Northern Arizona Pride Association  
Exhibitor Committee