**NEPA PRIDEFEST 2013 – AUGUST 11, 2013 AT KIRBY PARK**

**VENDOR / EXHIBITOR REGISTRATION FORM**

**Name of Company: # of Years as PF Vendor: \_\_\_\_\_\_\_\_\_\_\_\_\_**

**Booking Contact: Phone:**

 **E-mail: Fax:**

**Mailing Address:**

**Website:**

**On-Site Contact: Cell Phone:**

**Base Registration Fee:**

**Tent Area Preference**

\_\_ Marketplace \_\_ Equality

\_\_ Wellness \_\_ Family Area

\_\_ Faith \_\_ Arts & Culture

 Nonprofit Organizations with a 501(c)3 designation $75

 Nonprofit Organizations without a 501(c)3 designation $100

 For Profit Company who will NOT be selling $175

 Political Parties or Candidates $200

 For Profit Company who will be selling $225

 Food Vendor without Electrical Hook-up $225

 Food Vendor with Electrical Hook-up $250

***Important: If you are selling anything, you must possess a current vendor’s license from the City of Wilkes-Barre.***

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| --- | --- | --- |
| 1. | **Booth Registration Fees** |  |
| 3 | **Registration Fee (includes 1 table and 2 chairs – does not include tent)** | **3.)** |
| 2. | **Late and A la Carte Fees** |  |
| 4 | If this form is being submitted BEFORE 6/11 subtract a $25 early bird fee.*DOES NOT APPLY TO FOOD VENDORS* | 4.)  |
| 5 | If this form is being submitted after 7/11 add an additional $25 late fee*DOES NOT APPLY TO FOOD VENDORS* | 5.)  |
| 6 | Additional Tables Requested (Number of tables: \_\_\_\_\_ ) x $15 | 6.)  |
| 7. | **Total Additional Fees (**Add lines 4, 5, and 6) | **7.)** |
| 8. | If you need to use shared tent space, add $25.00 and check this box [ ]If you do not choose this option, the organizers will assume you are bringing your own tent and assign you a space accordingly. | **8.)** |
| 9. | **Balance Due to “NEPA Rainbow Alliance” (Add Lines 3, 7, and 8)**If paying by credit card an additional $10 convenience fee will be charged. | 9.) |

 **Tell us about your company OR attach a brochure:**

**At PrideFest, an attendee who visits our booth will be able to…**

**Are you interested in any of the following partner offers? (Check All that Apply):**

\_\_\_ Special Advertising in The Weekender \_\_\_ Special Advertising on 98.5KRZ \_\_\_ Special Advertising at Twist Bar

I have read and agree to the 2013 PrideFest Terms and Conditions.

Authorized Signature: Date:

Printed Name & Title:

**NEPA PRIDEFEST 2013 – AUGUST 11, 2013 AT KIRBY PARK**

**VENDOR / EXHIBITOR – TERMS AND CONDITIONS**

**Pricing, Terms, Licenses, Disclaimers, and Hold Harmless:**

Booth reservation includes one “booth” is approximately 10 ft x 10 ft and includes a table and two chairs. Half booths are shared by two organizations/companies in one space. Nonprofit organizations selling items must register as a commercial vendor unless permission has been granted in writing by the Executive Director.

TENTS

Vendors should either provide their own 10x10 tent or choose the “shared tent space” option. Shared tent space affords each vendor an approx 9x9 space inside a big-top tent. Shared tent space is $25 regardless of organization type.

A LA CARTE PRICING

Additional 8 foot table and 2 chairs $25

Electricity Fee for Non-Food trucks: Call 570-972-2523 ext. 4

**No one is permitted to distribute/sell bottled water without written permission of the Executive Director.**

PrideFest 2013 will be held at Kirby Park – which is a City of Wilkes-Barre Property. **ALL vendors who will be selling a product or serving food must obtain the appropriate licenses and health checks**. **Anyone selling anything on-site must be** approved by Wilkes-Barre City. You must provide NEPA PrideFest with a copy of your sales permit by July 21, 2013. **Failure to do so will result in you not being allowed to set up your booth at PrideFest.**

**USE OF “OFFICIAL” EVENT TAGLINE**

The use of the terms “OFFICIAL PRIDE WEEK/ PRIDEFEST…” is restricted. Representing programs, events, products, services, and/or the like in any manner is strictly prohibited unless permission has been received in writing from the festival executive director or from general counsel to the NEPA Rainbow Alliance.

I/We agree to obtain any necessary insurances or permits and to hold the officers, directors and holdings of the NEPA Rainbow Alliance, Inc., Rainbow Fund of The Luzerne Foundation, the City of Wilkes-Barre and other affiliated entities with the management and production of NEPA PrideFest Harmless against any losses relating to this event.

**VENDOR LOAD IN IS FROM 8 AM TO 11 AM. ALL BOOTHS MUST BE SET UP BY 11:00 a.m.. VEHICLES ARE NOT PERMITTED IN THE FESTIVAL AREA AFTER 11 A.M. WITHOUT SPECIAL PERMIT FROM THE FESTIVAL.**

**RULES AND REGULATIONS FOR POLITICAL COMMITTEES**

Registrant may not sell any items. (If doing so, register as a Sales Vendor). Registrant may not sell or give away drinks or substantive food items. (If doing so, register as a Food Vendor). Registrant may not make any statements that imply endorsement by the NEPA Rainbow Alliance or PrideFest. Registrant may not take photos of attendees without their permission. Political groups will receive **four** included admissions. Additional attendees must pay admission fee. With the exception of *Equality Pennsylvania,* political organizations may not solicit or distribute information beyond 5 feet from their 10x10 booth space.

**ENGAGEMENT OF UNDESIRABLE ATTENDEES**

Vendors, their representatives, volunteers, and attendees may not engage in any way undesirable attendees including but not limited to protestors, unregistered vendors, etc.

**ANY QUESTIONS SHOULD BE DIRECTED TO 570-972-2523.**

**Payment is required either via check made payable to NEPA RAINBOW ALLIANCE Or credit card.** This application will not be processed without payment.

 \_\_\_ Check Enclosed \_\_\_ Credit Card Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Expiration Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ CVV2 Number\*: \_\_\_\_\_\_\_\_\_\_

 Billing Zip Code: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Name on Card: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 (Note: A $10 credit card convenience fee may be charged)

Authorized Signature: Date:

Printed Name & Title:

**RETURN VIA FAX TO 570-300-2124, Scan and Email to:** **VENDORS@GAYNEPA.COM** **or Mail to
NEPA Rainbow Alliance – ATTN: Vendor Registration – 67 Public Square #500 – Wilkes-Barre, PA 18701**

**IMPORTANT NUMBERS**

JOHN DAWE, CFRE – PRIDEFEST GM & EXECUTIVE DIRECTOR – 570-972-2523 ext. 4.

NOT SURE IF YOU NEED A PERMIT? CONTACT WILKES-BARRE CITY AT 570-208-4106

**$AVE $25 BY REGISTERING PRIOR TO JUNE 21, 2013**