

TAMPA PRIDE 2018

VENDOR RULES AND REGULATIONS

MANDATORY MEETING: All vendor / exhibitor participants should be aware of the Mandatory Diversity Parade / Festival Meeting to be held on March 14, 2018 at MetroWellness, 2nd Floor Conference Room, 1315 E 7th Ave, Tampa, FL 33605 promptly at 6:00PM. This meeting is **MANDATORY FOR ALL DIVERSITY PARADE AND FESTIVAL CONTINGENTS** and at least one representative from your group must attend. During this meeting, the Diversity Parade and festival committees will review staging information, rules & regulations, and other important information. Each contingent will also meet briefly with a committee member to make sure all required forms and entry fees have been received.

LOCATION: The festival grounds will be located in Ybor City, Florida. The event site will be in and around the HCC Parking Lot at the NE corner of 8th Avenue and 15th Street including north on 9th Avenue between 14th and 15th Streets and 8th Avenue between 14th and 17th Streets, in Ybor City. The Main Entertainment Stage will be located in the HCC parking lot. There is a second Hamburger Mary's entertainment stage at Centro Ybor. The **Tampa Pride Beer Gardens** will be located at **Crowbar Patio**, at the corner of 8th Avenue and 17th Street.

DATE / TIME: The date for the 2018 Diversity Parade and Festival is Saturday March 24th, 2018. Vendor check-in is at the corner of 8th Avenue and 14th Street. Vendor setup is from 7AM until 9:15AM. Your setup time is marked for your time to arrive and setup for your convenience and to get yourselves and other vendors into the area in a timely manner. Drive-in and offloading times are in 15 minute intervals based on your location in the festival. Festival volunteers are available for assistance if needed. Please be courteous and considerate of other vendors and patrons at all times. **THIS IS A RAIN OR SHINE EVENT!**

SIGNAGE: Vendors must clearly display the name and location of their Business / Organization on a sign at their stand. Pricing signs must be visible for all products being sold.

PERMITS AND LICENSES: All participants shall supply their own permits and licenses, valid auto insurance and liability insurance. A copy of these permits and licenses shall be submitted with the booth application. All sellers must possess a resale number, collect taxes and be responsible for all their own sales and collections. Applications are not complete without a copy of your seller's permit.

BOOTH PLACEMENT: Booth placement is not implied or guaranteed. The Festival accepts no responsibility for adjacent vendors selling similar items or guaranteeing exclusivity.

VENDOR SPACE / EQUIPMENT: Exhibitors will have a 10'x10' area with a 8-foot table and two folding chairs. You will furnish all equipment, inventory, supplies and personnel for your booth, except as specifically ordered on your application.

STORAGE: There will be no storage allowed outside the booth space for any supplies, equipment or inventory.

ELECTRICITY NEEDS: Vendors may not attempt to access any power source without prepayment and approval. Small generators are allowed outside of your tent area if you require electricity. **No electricity is provided in the Festival area.**

ENTERING (LOAD IN): Vendors will check-in at the Vendor check-in tent at their scheduled time at the corner of 8th Avenue and 14th Street. Vendors will head north to their point of unloading, then exit the

festival area. Vendors will not drive on grass or sidewalks and abide by move-in/out instructions. Load-In will be completed during your assigned periods and completed no later than one hour prior to opening. Understand that any vehicles left on festival grounds beyond the allotted time on an assigned/required parking pass will result in vehicle towing and applicable fees.

EXITING (DISMANTLING): Tampa Pride Festival ends at 5:15pm on Saturday March 24, 2018. Due to city permitting restrictions, exhibitors must terminate all business at this time.

TRASH / CLEAN UP: Booth space must be free of trash, litter and other refuse at all times. Failure to do so will result in forfeiture of consideration for participation in future festivals. Your area will be free of all trash and recyclables by the end of the day, and these items will be placed in proper receptacles. Each exhibitor is required to clean booth space and leave the premises in the same condition as they were found. Exhibitors must bring their own cleaning supplies if needed. If booth space is not cleaned, a maintenance fee will be billed to the appropriate exhibitor organization.

NOISE LIMITATIONS: To respect the needs of all vendors, music of any kind will not be allowed to be heard from beyond the rented booth space.

TENT REQUIREMENTS: Tents must be weighted per city rules. 10 pound weights at least must be on each corner. In addition, no stakes are allowed on any tents. Corner weights may be gallon water jugs (attached).

STORAGE: There will be no storage allowed outside the booth space for any supplies, equipment or inventory.

NON-DISCRIMINATION & LIABILITY: Vendor will agree to abide by a non-discrimination policy that provides that all merchandise and services are available to all individuals regardless of sexual orientation, gender identity or expression. You indemnify and hold harmless the Tampa Pride against any and all liabilities that may arise as a result of your participation in and conduct at the Tampa Pride Festival.

TIPS FOR EXHIBITORS AND VENDORS:

Get the most out of Tampa Pride. While a booth is a great way to reach the Pride audience, you might also consider becoming a SPONSOR, ADVERTISING in our PRIDE BOOKLET, participating in the Visibility March, and attending other Tampa Pride events, including VIP Party, official fundraiser of the Tampa Pride Festival.

We are ALWAYS looking for VOLUNTEERS! Go to www.tampapride.org/volunteer for more information & to join our mailing list to stay connected.

Bring out your supporters. Before the Festival, why not send an e-mail blast to your mailing list letting your supporters know that you'll be there and encourage them to drop by? Like us on Facebook & SHARE!

Arrive on time! Arriving within your assigned time frame will ensure that all vendors are given adequate time for set up.

Respect the instructions from the Festival Staff and Volunteers – These individuals will be clearly distinguishable from the crowd. They are there to help maintain a safe, informative and exciting day!

Bring your sense of humor! Remember that the Tampa Pride Festival is a volunteer-run event and that little mix-ups can occur, but we will always do our best to solve your problems and make sure you enjoy your experience. Please let us know if we can help. Have fun! That's one of the reasons you chose to

participate in the Festival, after all. Visitors, other vendors, and Festival staff and volunteers alike, are all present to showcase their Pride.

I ACKNOWLEDGE that I have READ, UNDERSTAND and AGREE TO all the Tampa Pride 2018 Vendor Rules and Regulations. I also ACKNOWLEDGE that by submitting my vendor application, I relieve Tampa Pride Committee, Tampa Pride Board of Directors, the City of Tampa, Hillsborough Community College or any person volunteering with the Diversity Parade or festival and all sponsoring agencies of any kind of all liability from personal injury or property damage. Each group agrees to accept and abide by these terms and conditions with this submission. It is understood that any failure to meet or adhere to the above requirements may result in my group being unable to participate in the street festival. I acknowledge this is a rain or shine event.

Organization Name: _____

Print Name of Representative: _____

Signature: _____

Date: _____