



**MANSFIELD GAY**  
PRIDE ASSOCIATION

*“One Community: United”*

**Mansfield Pride Festival  
2018  
Vendor Information Guide**

**Parade**

**August 4, 2018 11 am – Noon**

**Festival**

**August 4, 2018 Noon – 9 pm**

**[MansfieldGayPrideAssociation.org](http://MansfieldGayPrideAssociation.org)**

## Important Information

Event	Date
<b>Vendor Registration Open</b>	<b>February 2</b>
<b>Vendor Registration Close</b>	<b>July 9</b>
<b>Parade Registration Open</b>	<b>February 2</b>
<b>Parade Registration Close</b>	<b>July 2</b>
<b>All Payments Due No Later Than</b>	<b>July 9</b>
<b>Last Day to Cancel for Full Refund</b>	<b>July 9</b>
<b>Festival Day Vendor Setup</b>	<b>August 4, 7 AM</b>
<b>Festival Day Vehicles Removed</b>	<b>August 4, 10 AM</b>
<b>Festival Day Parade Line-up</b>	<b>August 4, 10 AM</b>
<b>Festival Day Parade</b>	<b>August 4, 11 AM</b>
<b>Festival Day Park Open</b>	<b>August 4, 12 PM</b>
<b>Festival Day Park Close / Tear Down Begins</b>	<b>August 4, 9 PM</b>

Mansfield Gay Pride Association requests that all vendors be aware of the following:

- No electric will be provided by Mansfield Gay Pride Association.
  - If electric is required, you must provide your own generator.
  - Central Park is equipped with a limited number of electrical outlets available on a first-come basis. We can assist with the hookup but cannot provide an advance guarantee of service.
- Mansfield Gay Pride Association has final determination over the placement of all booths and reserves the sole right to place booths in any location that it deems fit.
  - Every effort will be made to ensure special accommodations for those who make requests in advance.
- There are a limited number of vendor spaces available.
- If you have a “supply” trailer or truck, it will need to be parked in a nearby parking lot.
  - You will be responsible for the needs of that truck/trailer.
  - If you require your supply vehicle/trailer to be located next to your booth you will be required to rent a space big enough for both.
- Payment is due upon completion of the registration process unless other arrangements have been approved in advance by the festival coordinator for Mansfield Gay Pride Association.
  - Acceptance to participate is only guaranteed upon receipt of payment.
  - No post-dated checks will be accepted.
  - Incomplete registrations will not be accepted.
- All Vendor activity must take place within the dimensions of your assigned space.
  - Roaming the Festival grounds and selling or distributing promotional items is forbidden and you may be subject to removal from the Festival with norefund.
  - All vendor equipment must fit within the agreed space size unless other agreed upon in writing by the festival coordinator for Mansfield Gay Pride Association.
    - This includes grills, smokers, condiment stands, display vehicles, signage, product, etc.
- All vendors are subject to all applicable laws, Federal, State, and Local.

- Vendors must have appropriate certifications, licenses, and permits for their type of business (i.e. food booths, retail booths, tattoo booths, etc.).
- Mansfield Gay Pride Association strongly discourages pets from being in the parade and vendor spaces due to safety concerns should an evacuation occur.
  - Properly trained and certified personal assistance animals are welcome!
- For the safety of our community, vehicles must be removed from the park before the designated time listed above.
  - Vehicles will not be permitted to enter the park after the designated vehicle removal time.

## Registration Process

In order to register for the 2018 Mansfield Pride Festival, please follow the below process:

1. Complete the online registration form, located at <http://www.MansfieldGayPrideAssociation.org>
  - a. If you are having problems completing the online registration process, please contact us by sending an email to [ToddR@MansfieldGayPrideAssociation.org](mailto:ToddR@MansfieldGayPrideAssociation.org) or [Vendor@MansfieldGayPrideAssociation.org](mailto:Vendor@MansfieldGayPrideAssociation.org)
2. Once your online registration is complete, a representative of the Mansfield Pride Festival will contact you within 5 business days to confirm your registration, send a contract for signature, and provide an invoice for payment.
3. Review and sign the contract.
4. Return the signed contract with your invoice payment.
  - a. The contract may be returned via email or physical mail.
  - b. Electronic payment options will be detailed on the invoice.

## Security Deposit

1. Every vendor must submit a security deposit.
2. The security deposit will be returned within 30 days after the festival has ended.

## Cancellation, Refunds, & Failure to Show

1. The last day to cancel and receive a full refund is July 9<sup>th</sup>, 2018. No refunds processed after July 23<sup>rd</sup>.
2. If the festival is impacted by unforeseen circumstances, beyond the control of Mansfield Gay Pride Association, a determination will be made regarding, but not limited to: rescheduling, canceling, and refund options.
3. Failure of a Vendor to show will forfeit all paid fees, with the exception of the security deposit to be refunded after 30 days.

## Payment Options

The following payment options are available:

- Check
- Cash
- Money Order

# Mansfield Pride Festival 2018 Price List

## Pricing for all booths:

<b>Booth Size</b>	<b>Festival</b>
<b>12 feet X 12 feet (Commercial)</b>	<b>\$125</b>
<b>12 feet X 24 Feet (Commercial)</b>	<b>\$200</b>
<b>12 Feet X 48 Feet (Commercial)</b>	<b>\$275</b>
<b>12 Feet X 12 Feet (Non-Profit)</b>	<b>\$25</b>
<b>12 Feet X 24 Feet (Non-Profit)</b>	<b>\$40</b>

## Food Booth Deposit:

All food booths are subject to a cleanup deposit. The deposit is refundable subject to verification of a clean booth space after the festival by a Mansfield Gay Pride committee member. Refunds will not be given for food vendor areas left with trash, grease or other food & beverage prep remnants. A verification slip will be given to the vendor at the time of inspection. All refunds will be mailed back to the vendor the next business day.

Required clean up deposit for all vendors: **\$50**

## Table and Chair Rentals:

Tables and chairs are available for rent during the festival from Mansfield Gay Pride Association and its selected equipment rental organization. If you would like to rent tables and chairs, please indicate so on your registration form. Tables and chairs are available at the below prices:

<b>Accessory</b>	<b>Rental Price</b>
<b>8 Foot Folding Table</b>	<b>\$13 each</b>
<b>Chair</b>	<b>\$7 each</b>
<b>Damage Insurance (required)</b>	<b>10% of total rental</b>
<b>Sales Tax (Required)</b>	<b>7% of Total Rental</b>