



MANSFIELD GAY
PRIDE ASSOCIATION

"Be You"

**Mansfield Pride Festival
2019
Vendor Information Guide**

Parade

August 3, 2019 11 am - Noon

Festival

August 3, 2019 Noon - 7 pm

MansfieldGayPrideAssociation.org

Important Information

Event	Date
Vendor Registration Open	February 2
Vendor Registration Close	July 9
Parade Registration Open	February 2
Parade Registration Close	July 2
All Payments Due No Later Than	July 9
Last Day to Cancel for Full Refund	July 9
Festival Day Vendor Setup	August 3, 7 AM
Festival Day Vehicles Removed	August 3, 10 AM
Festival Day Parade Line-up	August 3, 10 AM
Festival Day Parade	August 3, 11 AM
Festival Day Park Open	August 3, 12 PM
Festival Day Park Close / Tear Down Begins	August 3, 7 PM

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.
 - The “Supply Truck” is not permitted on Festival Grounds during Festival Hours. There are no exceptions to this rule.

- 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.). Copies of Insurance and Food/Vendor License must be submitted to Mansfield Gay Pride Association before the Festival.

- Mansfield Gay Pride Association strongly discourages pets from being in the parade and vendor spaces due to safety concern(s) 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 of 10 a.m.
 - Vehicles will not be permitted to enter the park after the designated vehicle removal time of 10 a.m.

Registration Process

In order to register for the 2019 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 Kelli@MansfieldGayPrideAssociation.org or 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.
 - c. Copies of Insurance and Food/Vendor License must be submitted to Mansfield Gay Pride Association before the Festival.

Security Deposit

1. Every vendor must submit a security deposit of \$100. (non-refundable) Deposit is due by June 1st 2019.

Cancelation, Refunds, & Failure to Show

1. The last day to cancel and receive a full refund is July 8th, 2019. No refunds processed after July 23rd.
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.
4. Vendor Contact is Kelli Quail at KelliQ@mansfieldgayprideassociation.org or call or call/text at 419-545-3879

Payment Options

The following payment options are available:

- Check
- Credit Card
- Cash
- Money Order

Payment of deposit is due upon receipt of the invoice with remaining payment due by July 1st 2019. Deadline for \$100 deposit is June 1st 2019. Failure to meet the deadline may result in loss of placement in festival.

Mansfield Pride Festival 2018 Price List

Pricing for all booths:

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

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:

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