



**Location – Heritage Square Park**  
 115 N. 6<sup>th</sup> Street, Phoenix, AZ 85004  
 (6<sup>th</sup> Street & Monroe)

**Check-in Dates and Times**

<b>MANDATORY Food Vendor Check-in</b>	<b>EARLY Exhibitor Check- In (non food)</b>	<b>SATURDAY Exhibitor Check-In</b>	<b>SUNDAY LOAD IN TIME (if needed)</b>
Friday, Nov 1	Friday, Nov 1	Saturday, Nov 2	Sunday, Nov 3
12:00pm – 2:00pm	3:00pm - 6:00pm	6:00am - 8:00am	8:00am – 9:00am

**Festival Hours of Operations**

Saturday, 10:00am – 6:00pm	Sunday, 10:00am – 6:00pm
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**ATTENTION FOOD VENDORS:**

**Food Vendor: APPLICATION DEADLINE August 12, 2019**

**Non-Profit/Commercial: APPLICATION DEADLINE October 1, 2019**

**Non-profit spaces are limited; please complete your application ASAP (including payment) as they are on a first come, first serve basis. PLACEMENTS will not be done until PAYMENT.**

Your application is only completed when paid in full and your Checklist Items are on file with Phoenix Pride. In addition we retain the right to refund and cancel your application, should there be more than (1) other exhibitor offering the same product or services.

**If you're unable to meet these deadlines, please contact our office at 602-277-7433 or email at [exhibitors@phoenixpride.org](mailto:exhibitors@phoenixpride.org) OR your application will be cancelled without a refund.**

**Fees include both days. Only 2-day packages are available.**

## EXHIBITOR INFORMATION & RESPONSIBILITIES

*(Photocopies of Insurance and Permits must be submitted with your application, otherwise your application will be deemed as incomplete.)*

**Non-Food Exhibitors will need:** Insurance and Sellers Permit, if selling from your booth.

**Food Exhibitors will need:** Insurance • Sellers Permit • Fire Extinguisher • Temporary Food Services Establishment Permit

## SELLER'S PERMIT INFORMATION

All exhibitors involved in product sales are required to have an Arizona resale permit issued by the State of Arizona.

**No FOOD items may be sold or given away to attendees from non-food exhibitors.**

## TEMPORARY FOOD SERVICES ESTABLISHMENT PERMIT

Each food exhibitor is responsible for obtaining a special event food server license from the Maricopa County Health Department. The food health inspection will be done on Saturday morning. Your health permit must be available for that inspection.

Phoenix Pride must receive Permit by October 18<sup>th</sup>, in order to meet the Departments due date. If you need an application, contact the Maricopa County Environmental Services Department (602) 506-6978.

## FOOD & PRODUCT INFORMATION

To process your application we MUST receive a complete menu with prices of items you intend to serve, if you are selling food. Once the application is accepted, the menu may NOT change without written approval from Phoenix Pride.

**ALL FOOD VENDORS MUST PROVIDE A COMPLETE MENU OF ITEMS TO BE SOLD AT THE FESTIVAL AT TIME OF APPLICATION SUBMISSION. APPLICATION WILL NOT BE ACCEPTED UNTIL MENU IS RECEIVED.**

## BEVERAGE SALES INFORMATION

The sale or giving away of alcoholic beverages of any kind is strictly **prohibited**. All sales of bottled water are restricted to Phoenix Pride only – no exhibitor may sell bottled water. **Exhibitors are prohibited from selling WATER, ENERGY DRINKS, LEMONADE, any flavor or SHAVED ICE products as EXCLUSIVITY contracts are in place with sponsors and vendors.** Food exhibitors can purchase Coca-Cola products through Swire Coca-Cola and be sold at a minimum of \$3.00. Coca-Cola will contact the exhibitor directly to setup and arrange. Remember all beverage products must have a minimum retail price of \$3.00. Should it be found that beverages are priced below \$3.00, Food Exhibitor will receive a warning from Phoenix Pride. If after the initial warning, beverages remain priced below \$3.00, Food Exhibitor may be removed from the grounds, without refund and/or barred from future Phoenix Pride events.

## INSURANCE

All exhibitors (including non-profits) must provide a certificate of insurance from their insurance carrier. This is to cover general liability in the amount of \$1,000,000. It should specifically name Phoenix Pride and City of Phoenix, Arizona as additionally insured on the certificate.

If you do not have insurance you may purchase insurance from Phoenix Pride.  
Rates: Non-Profit \$95.00, Commercial \$125.00 and Food Vendors \$225.00

**Phoenix Pride needs to have received your Coverage of Insurance by October 18<sup>th</sup>. Exhibitors will not be allowed on site without a valid certificate of insurance on file.**

### **PAYMENT**

Please make personal checks, company checks, cashier's check or money orders payable to Phoenix Pride and return with your completed application. Please also include copies of insurance, menu/product list, and any additional requirements.

After October 1, only credit cards will be accepted. Unless arrangements have been made with Phoenix Pride Staff directly.

- a. Returned checks for non-sufficient funds or requests to reissue a deposit check will result in a \$30.00 service charge.

### **COSTS**

Prices below are generated for 10 feet by 10 feet spaces. Any food carts/trucks exceeding the 10x10 allotted space will be required to pay for additional space. Phoenix Pride will discount the additional spacing, based on how much additional space would be required. DUE TO LIMITED AMOUNT OF FOOTAGE AVAILABLE PLEASE CONTACT EXHIBITORS@PHOENIXPRIDE.ORG WITH ANY QUESTIONS BEFORE SUBMITTING YOUR APPLICATION. ONCE THE APPLICATION IS SUBMITTED IT CANNOT BE EDITED. Timeshare/Vacation, Commercial, Cooking and Non Cooking Exhibitors will receive two (2) parking passes, one (1) per day. Additional can be purchased ahead by emailing [eva@phoenixpride.org](mailto:eva@phoenixpride.org)

- **Vacation/Timeshare-** \$1,100
- **Non Profit-** \$400
- **Commercial Corner** (limited)- early bird before 8/31/19 \$760; after \$800.
- **Commercial Inline-** early bird before 8/31/19 \$660; after \$700.
- **Cooking Exhibitor-** \$1,000
- **Non cooking Exhibitor-** \$800

\*\*Fee must be paid in full by 8/31/19 to qualify for earlybird discount.\*\*

\*\*Booth placements will not be done until payment is received in full to Phoenix Pride Inc.\*\*