



Phoenix Pride Festival | **Exhibitor Guidelines**

**OFFICE (MON-FRI) 602-277-7433 | exhibitors@phoenixpride.org**

October 21-22, 2023  
 12 pm – 9 pm  
 Steele Indian School Park  
 300 E. Indian School Rd  
 Phoenix AZ 85012

Exhibitor Check-In and Load Out Times

<b>MANDATORY Food Exhibitor Check-In</b>	<b>Non-Food Exhibitor Check-In</b>	<b>Sunday Load In (If need)</b>	<b>Sunday Night Load Out</b>
Friday, October 20th 8 am – 6 pm MST	Friday, October 20th 10 am – 6 pm MST	Sunday, October 21st 8 am – 9 am MST	Sunday, October 22 9:30 pm – 12 am MST
	Saturday, October 21st 6 am – 9 am MST		

Registration Confirmation cannot not be provided until payment is complete. Phoenix Pride events are rain or shine. All entries are non-refundable unless cancellation is received in writing to Phoenix Pride by or before October 1<sup>st</sup>. If the request is approved, up to 50% will be refunded.

- a. No refunds will be approved for dissatisfaction of booth placement.
- b. Phoenix Pride Events are rain or shine.
- c. No refund request will be accepted after October 1<sup>st</sup>.

Any further questions please email [Exhibitors@phoenixpride.org](mailto:Exhibitors@phoenixpride.org) or by phone Mon-Fri 10 am – 5 pm at 602-277-7433 ext. 103.

**COSTS**

**Fees are based on a 2-day 10x10 space and includes tenting, 20-amp electricity, and 4 entry wristbands per day per 10 feet. Ex: 10x20 will receive 8 per day. Vendors are encouraged to bring extension cords, surge protectors, and/or lights.**

<b>EXHIBITOR TYPE</b>	<b>10X10</b>	<b>10X20</b>	<b>10X30</b>
NON COOKING	\$ 920.00	\$ 1,790.00	NA

COOKING	\$ 1,500.00	\$ 2,700.00	\$ 3,800.00
COMMERCIAL CORNER	\$ 1,250.00	\$ 2,000.00	\$ 2,800.00
COMMERCIAL INLINE	\$ 1,000.00	\$ 1,700.00	\$ 2,500.00
NONPROFIT CORNER	\$ 950.00	\$ 1,475.00	\$ 1,975.00
NONPROFIT INLINE	\$ 650.00	\$ 1,200.00	\$ 1,650.00

Extra's	Cost
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Chairs(2)	\$10.00
Tables (6' or 8')	\$25.00
Commercial Insurance	\$150.00
Nonprofit Insurance	\$125.00
Food Insurance	\$225.00
Fire Extinguisher (Cooking Food Vendors)	\$40.00

**ALL exhibitors are required to use the tent provided and are welcome to brand the tent. Zip ties and Tape are only allowed! Any holes/damages created to the tent by exhibitors/vendors teams/volunteers will be charged to the registered Exhibitor failure to comply can result in removal and prevention from future participation. For any food vendors needing more than the 10' provided, you must email Exhibitors@phoenixpride.org for approval before applying.**

### **EVENT PARKING**

With limited parking available, on-site parking passes can be purchased at \$10 per day, limit one per day per entry.

The Heritage Square Garage located at 123 North 5th St (5th St & Monroe) is \$15.00 per day and is attached to the festival.

The Phoenix Convention Center East Garage is located at 601 East Washington St (6th St & Washington) is \$15.00 per day and has access to the festival via an over-street bridge to the Arizona Science Center & Heritage Square Park.

The Jefferson Street Garage is located at 333 East Jefferson St (3rd St & Jefferson) is \$5.00 per day.

The Phoenix Metro Light Rail stop for Eastbound trains is 3rd St & Jefferson. The stop for Westbound trains is 3rd St & Washington.

## **Phoenix Pride Exhibitor Requirements and Responsibilities**

### **INSURANCE REQUIREMENT for all Vendors**

All exhibitors, no matter type, must provide proof of general liability insurance of at \$1,000,000 naming:

**“Phoenix Pride its officers, agent, and employees and the City of Phoenix as additionally insured”. Event Coverage Dates are October 20-22. Event Address is 300 E INDIAN SCHOOL RD PHX AZ 85012.”**

Parties are encouraged to submit their own COI or can purchase coverage through Phoenix Pride. Phoenix Pride currently uses Kaliff Insurance.

Insurance must be received by Phoenix Pride by OCTOBER 1ST, 2023 by email ([exhibitors@phoenixpride.org](mailto:exhibitors@phoenixpride.org)) or by mailing to:

Phoenix Pride INC  
PO Box 16847  
Phoenix, AZ 85011

### **FOOD VENDORS**

All food vendors must submit a completed menu with application, for approval. Any applications received without menus will not be accepted whether payment was submitted or not.

All food vendors must provide their own Fire Extinguisher and must use provided electrical source. All food vendors must provide their own surge protectors and/or extension cords.

Generators are not permitted.

Reefer trucks/Freezer chests, etc. are not permitted.

Oil/Grease Disposal will be provided. All food vendors are required to use and dump their oil in the designated area. Phoenix Pride will arrange to have these picked up at the conclusion of the festival, from the designated deposit area.

Running Water for Cooking is not provided. A gray water container will be provided behind the food exhibitors. Gray water must be dumped into this container ONLY.

Food exhibitors must provide their own trash receptacles for their own waste food products and must clean up their space after the event including removing the trash each day when event closes.

**All food vendors are required to obtain and provide a Special Events Food Server License from the Maricopa County Health Department. If you need an application, please contact the Maricopa County Environmental Services Department at 602-506-6978.**

All food vendors agree to set up Friday and participate in the Saturday required Health Inspection. Any vendor that does not comply will forfeit all exhibitor fees and will be removed from the event.

### **BEVERAGE SALES FOOD VENDORS ONLY**

The sale or giving away alcoholic beverages of any kind is strictly prohibited. Food vendors are not allowed to sell Lemonade or Energy Drinks due to current exclusivity contracts. Furthermore, no glass or Styrofoam cups are allowed.

**Food vendors can purchase Coca-Cola products through Swire Coca-Cola and be sold at a minimum of \$3 (no exceptions). Swire will arrange ordering and delivery with individual vendor.**

**All Beverages must be sold in Clear Plastic Cups only or original packaging i.e., Soda Bottles.**

### **PAYMENT**

Payment must be submitted within 48 hours of received application to complete registration. Payment can be submitted along with application through PayPal. If any party wishes to use another online payment option, Phoenix Pride will send a payment invoice.

Phoenix Pride will not accept personal checks.

Payment can also be made with a Cashier's Check, Money Order, and Company issued checks.

All payment must be made payable to:

Phoenix Pride INC  
PO Box 16847  
Phoenix, AZ 85011