

Twin Cities Pagan Pride Festival Vendor Policies

Pagan Pride, Twin Cities (TCPP) must set and enforce certain policies and standards for Vendors in order to ensure a safe and equitable festival environment for all.

Security

Security guards will be present during the open hours of the festival and the vendor room will be locked securely after closing for the day, however, TCPP is not responsible for property loss. Please take reasonable precautions to prevent theft and damages. If an incident occurs, please inform the Vendor Coordinator or other staff member immediately.

General Rules

1. Materials such as handbills or fliers may only be distributed within the Vendor's booth or at the Community Table located in the Vendor room. **No material may be posted on walls, fixtures, or furniture** except within the Vendor's own rented booth space.
2. Absolutely no selling or solicitation is to take place outside of rented booth spaces. No vendor may expand his/her display beyond the boundaries of their rented space. Under no circumstance should a vendor impede normal traffic flow within the aisles of the vendor room. This is a fire and safety consideration, and must be observed and enforced.
3. All vendors must comply with, and be bound by, all laws, ordinances, and regulations of the country, state, county, city, facility, and, if applicable, police and fire departments.
4. Authorized vendor representatives must staff booths during all exhibit hours. Vendor may not arrive after the room has opened, or leave early on any day of the festival, unless specific prior consent has been granted by the Vendor Coordinator.
5. No vendor or agent of a vendor may promote, display, or behave in a manner considered offensive or distasteful as determined by TCPP. Examples include promoting racism, gender bias, religious bias, etc.
6. No one will be allowed in the Vendor Room during closed hours, except authorized TCPP staff. All needed items and valuables must be taken before the room closes for the evening. Exhibitors may stay up to one hour after the Vendor Room closes.
7. Banners, signs, and displays may not cause damage to facility property. Vendors are responsible for removal of their own signage, and for returning the walls to their pre-festival condition. Vendors whose booths are backed by a curtain may not pin signage to the curtain, or otherwise attach signage in a way that will damage the curtain. Signage may be attached in a way that will not damage the curtain; vendor is responsible for removing signage and any necessary cleanup of signage materials upon close of the festival.

Vendor Terms and Conditions

I. Application Fees, Booth Specifications, and Services

1. Companies, organizations, or individuals selling or promoting products or services at Twin Cities Pagan Pride Day must rent exhibit space and must confine such activities to the space rented. Exceptions to this requirement must be obtained in writing from TCPP prior to the start of the festival.
2. Exhibit space assignment will be confirmed only when payment and completed/signed vendor forms are received by TCPP. The final cost of exhibit space is determined by the postmarked date of the final and full remittance. All booths must be paid in full one week prior to the festival, except with prior approval from an authorized TCPP staff member. Failure to pay in full one week prior to the festival will result in the release of your booth space and the forfeiture of any deposits made. NSF checks will be charged a \$35 processing fee and another form of payment must be used such as a money order, cashier's check, cash, or credit card.
3. Exhibit space will be assigned by the Vendor Coordinator, taking into consideration each applicant's placement preferences and requests whenever possible. All decisions about exhibitor space assignments are final and binding.
4. The exhibit rental fee for each booth is described under "Booth Fees." Rental fees are refundable, less a 50% cancellation charge, provided that TCPP receives written notice of intent to cancel now fewer than 14 days prior to the start of the festival. Rental fees are not refundable under any other circumstances. Exceptions for extraordinary circumstances may be granted by the Vendor Coordinator or other authorized officer of TCPP. In the event that a vendor cancels or fails occupy his/her space prior to open of business, TCPP has the right to use said unoccupied space to suit its own convenience, including renting said space to another vendor without rebate or allowance due to the defaulting vendor. Vendors agree that if any default is made in any covenant or agreement contained herein TCPP may, at its option, cease and terminate the contractual relationships.
5. Vendors may not begin to dismantle display before the official close of the Vendor Room on the last day of the festival. Vendors dismantling prior to the official close on the last day of the festival will not be invited back to future festivals, and may be denied future participation in the Vendor Room.
6. Included in the rental of each booth are those items identified in each vendor's packet and included on the receipt of payment. Additional equipment, materials, or services needed or used in the display areas are solely the responsibility of the vendor and should be provided or arranged by them prior to the festival.
7. Vendors may "split" booths, each vendor taking one festival day, with consent of the Vendor Coordinator. In these cases, vendor applications and fees from both vendors must be received at the same time. It is the responsibility of vendors who are interested in splitting a booth in this way to find someone to split with. It is not the responsibility of TCPP to match vendors for this reason.

II. Security and Liability

1. Vendors are solely responsible for collecting and paying all applicable city, county, state, and federal taxes on sales and promotional activities at TCPP.
2. TCPP will arrange for personnel to control access to the Vendor Room, but is not responsible for any injury to vendor's agents, servants, employees, or damage to or theft of property from any cause prior to, during, or subsequent to TCPP. Vendors hereby expressly agree to indemnify and hold harmless TCPP against any and all claims for such loss, damage, or injury.
3. Vendors are fully responsible for any loss, damage, or injury to the convention site owners or personnel resulting from vendor's displays or actions. Vendors are fully responsible for loss, damage, or injury to TCPP staff, volunteers, and attendees resulting from vendor's displays or actions.
4. Vendors are liable to TCPP for any and all damage, from whatever cause, to rented or leased booth equipment, and shall indemnify, defend, or hold harmless TCPP against any and all claims or suits for such damage.