

# Pridefest Key West

Key West Business Guild. PO Box 1208, Key West, FL 33040 305-294-4603

June 9-13, 2010

## 2010 Pridefest Exhibitor/Vendor Guidelines

700 & 800 Blocks of Duval Street, Key West - Saturday, June 12, 11am to 7pm.  
Street closure set for 10am

**Producer:** 2010 Pridefest Key West is presented by the Key West Business Guild.

**Schedule:** This one day event which will be held Saturday, June 12 from 12pm -6pm.

**Deadline:** Applications must be submitted with payment by 5pm on Friday, May 14, 2010.

**Space:** Exhibitor spaces are 10' x 10' in size. Each exhibitor is responsible for tent, table, chairs, and any other structure you may require. All structures must fall within the City of Key West safety guidelines and must fit within the 10'x10' assigned space. No structure may exceed 15' in height.

**Vendor Permits:** It is the responsibility of each vendor to obtain any necessary permits from the City of Key West. Alcohol cannot be sold or distributed during the Pridefest Street Fair.

**Power:** Electric is not provided, nor is it available on Duval Street. Exhibitors may bring their own generator as long as it fits within the 10' x 10' space. The Street Fair occurs during daylight hours.

**Noise:** As a courtesy to other exhibitors, amplified sound from your booth will not be prohibited.

**Insurance:** All exhibitors must provide their own insurance and sign the Hold Harmless Agreement, which is included in the contract.

**Placement:** Key West Business Guild has final determination over the placement of all exhibitors. Key West Business Guild *reserves the sole right to place exhibitors on any location that it deems fit.*

**Trademarks:** Key West Business Guild reserves the right to the use of its logos, name, marks, symbols and other intellectual property. Any use of these without express written permission is a violation of the agreement with Key West Business Guild and will result in expulsion from the Street Fair. INCLUDED: Key West Business Guild and Pridefest Key West.

**Firearms:** Firearms, loaded or unloaded, concealed or exposed are strictly prohibited at any booth or area

**Payment:** Payment is due in full with the submission of the application. Payments can be made by credit card, check, or money order. Checks should be made to the Key West Business Guild; post-dated checks will not be accepted. Cash payments accepted in person at Key West Business Guild Office. Receipts issued only by request. Returned checks will be subject to a \$35 fee.

**Cancellations:** You may cancel your exhibitor application at any time prior to 5pm on Friday, May 14 and expect a refund of all fees paid, minus a 10% processing fee. This will be paid within two weeks following the event. CANCELLATIONS MADE AFTER 5 P.M. FRIDAY, MAY 14<sup>th</sup> WILL NOT BE REFUNDED.

**Check-In/Strike:** Vendors will be given access for set-up from 10am but must have all vehicles out of the street fair area by noon. Any assigned spaces not checked-in and occupied by 11am on Saturday will be subject to resale by Key West Business Guild with NO refund provided to the original exhibitor. Vendors need to begin booth breakdown at 6pm.

**More Information:** Email us at [office@gaykeywestfl.com](mailto:office@gaykeywestfl.com) CC: [randydetrick@aol.com](mailto:randydetrick@aol.com)

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## 2010 Pridefest Exhibitor Application

**PAYMENT AND COMPLETED PAPERWORK SHOULD BE FAXED OR MAILED**

PLEASE RETAIN A COPY OF ALL APPLICATION MATERIALS FOR YOUR FILES

|  |
|--|
| <b>Business Name:</b> _____                              |
| <b>Mailing Address:</b> _____                            |
| <b>City:</b> _____ <b>State:</b> _____ <b>Zip:</b> _____ |
| <b>Contact Person:</b> _____                             |
| <b>Phone (day):</b> _____ <b>Phone (evening):</b> _____  |
| <b>E-mail:</b> _____                                     |

| Size                | Description                           | Fee   | Number of Spaces | Total Cost |
|---------------------|---------------------------------------|-------|------------------|------------|
| 10'x 10'            | General vendor                        | \$100 |                  |            |
| 10 x 10             | Food vendor                           | N/A   | NOT AVAILABLE    |            |
| 10' x 20'           | General vendor                        | \$150 |                  |            |
| 10 x 20'            | Bar (w/liquor license extension only) | \$200 | (From 11am-mid)  |            |
| 10' x 10'           | Non-profit booth                      | \$60  |                  |            |
| Late Fee            | After May 14 <sup>th</sup>            | + 25% |                  |            |
| <b>Grand Total:</b> |                                       |       |                  |            |

**Please give a brief description of product/exhibit. Note any special requests:**

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|  |

**Electricity is not available. Will you be bringing a Generator?** \_\_\_\_\_ **yes** \_\_\_\_\_ **no**

| PAYMENT METHOD            |  |
|---------------------------|--|
| <b>Credit Card Amount</b> |  |
| Name on Card              |  |
| Card Number               | Exp Date:  |
| Signature                 |  |
| <b>Check Amount</b>       |  |
| Check Number              |  |
| Please Make Check To      | Key West Business Guild <span style="float: right;">Memo: Pridefest Street Fair</span> |

**Fax Completed Form with Credit Card Information to: 305-294-3273**

Or Mail Complete Form with Check or Money Order to:  
Key West Business Guild. PO Box 1208. Key West FL 33041.

# Pridefest Key West

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## 2010 Pridefest Exhibitor Contract

The applicant understands that Key West Business Guild has legal possession and control of the Fair site on Saturday, June 12, 2010, pursuant to approved street closure with the City of Key West. The Applicant further understands that the use granted by Key West Business Guild is a LICENSE TO OCCUPY ONLY and is not coupled with an interest in the property and that Key West Business Guild retains the right to terminate this license to occupy at any time during the Applicant's use if, in the sole determination of Key West Business Guild, (1) the applicant is found to have falsified any of the statements contained in this application; (2) the Applicant is found to have changed or added to the use described in this application; (3) the Applicant creates a nuisance to Key West Business Guild, its Licensee and/or its Guests; or (4) the Applicants use of the premises in any other way interferes with the orderly, safe and successful conduct of the Fair. The applicant further agrees (1) to furnish all equipment, inventory, supplies and personnel necessary to the operation of her/his/their space; (2) to be checked-in and occupying the space(s) assigned to them by no later than 11.30am on Saturday or risk being considered a "no-show" – with the tacit understanding that any exhibitor "no-shows" will a) not be eligible for a fee refund; b) space(s) not occupied by 11.30am on Saturday are subject to resale by Key West Business Guild and that c) the exhibitor to whom the spaces were originally assigned may, at the sole discretion of Key West Business Guild, be relocated providing there is adequate additional space available; (3) to leave the area clean and clear of refuse; (4) to sell only the item(s) described in this application and to make no changes without the written consent of Key West Business Guild; (5) that radio, web, or other transmission of any kind from the site without express written permission of Key West Business Guild is forbidden; (6) to confine all sales activity to the location assigned to you by Key West Business Guild; (7) Fees are non-transferable and no booth space may be reassigned or shared with a third party; (8) to provide all requested support documentation with the understanding that access to the Fair site will be denied without it; and (9) to indemnify or hold harmless Key West Business Guild against any and all liabilities arising from the conduct of the operations covered by this Contract. The applicant is solely responsible for calculating and reporting to the IRS all taxes arising from the sale of applicable items.

By my signature below I show that I have read and clearly understand the information contained in this Application and the responsibilities accorded to me as a participating exhibitor at the Street Fair. I understand that I may cancel my application, minus a 10% processing fee, paid within the specified time period. I also understand that any refund request must be submitted with proper documentation and in writing to Key West Business Guild by Friday, May 14th, 2009.

I hereby declare that all information herein provided by me is true, correct and complete.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
Exhibitor Applicant

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
KWBG Representative

All applications subject to approval by the KWBG Executive Director and/or Pridefest Planning Committee. Applications are not final until signed by a KWBG Representative or PF Street Fair Chair

**Thank you for your support!**