



### 2011 Vendor Booth Registration Form

Please complete all pages. Mail with payment enclosed to:

GLBT Resource Center of Michiana, Attn: PITP, 1522 Mishawaka Ave., South Bend, IN 46615

This year, Pride In The Park will be held at the Truman's Entertainment Complex in Mishawaka's 100 Center on September 18 from 1-6pm. See the Guidelines page for additional information on setup and tear down times.

#### Contact Information

Company/Organization Name \_\_\_\_\_

Contact Person \_\_\_\_\_

Phone Number \_\_\_\_\_ Extension \_\_\_\_\_

Street Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code: \_\_\_\_\_

Email \_\_\_\_\_

Web Page URL \_\_\_\_\_

#### Booth Information

Please choose the appropriate box:

\_\_\_\_\_ For Profit Booth \$40.00      \_\_\_\_\_ Non-profit Booth \$25.00

Please be sure to enclose a check for the appropriate fee when sending this Registration Form

*(continued on page 2)*

At this time the PITP Committee is unsure if electricity will be provided for any of the booths so please plan accordingly. If you have any requirements for your booth, please list them here:

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Please list any items you are selling or distributing:

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Thank you for your continued support as we strive at "Building A Community Together."

## 2011 Vendor Guidelines

The Pride in the Park Committee (PITP) is pleased to welcome you to its Fourth annual event! This is a great opportunity to promote your business or organization to our diverse community.

Please read and initial the following guidelines and return this page with your registration form. If you would like a copy sent back to you, please check in the appropriate box at the bottom.

As a vendor, your booth must be set up, staffed and ready to operate by 12:45pm. The event will be held from 1pm to 6pm and we would like to have the booths remain open this entire time. Tear down begins at 6:00pm and needs to be completed by 7:00pm.

Vendors must provide necessary equipment to operate their booth. Individual booths are not provided with trashcans, so bring your own if you need it. Vendors are responsible for cleaning up their booth area.

PITP is unable to accept responsibility for any lost or stolen items, or for any equipment other than our own.

Only one organization or vendor may use each booth space unless prior authorization has been obtained from PITP. All vendors must conduct business in their designated booth area only, unless approved by board. Pre-registered vendors unable to attend must notify PITP 48 hours prior to the event and are not permitted to sublet without prior consent from PITP. Fliers, handbills, and petitions will be limited to booth area only. Non-booth holders may NOT distribute merchandise or fliers of any kind.

**NO FOOD ITEMS OR BEVERAGES MAY BE SOLD!**

**NO FOOD ITEMS DISTRIBUTED AT ANY BOOTH WITHOUT A HEALTH PERMIT** from the St. Joseph County Health Department AND prior approval from the PITP Committee. Please call the Health Department at (574) 235-9750 at least 2 weeks prior to the festival and ask for a temporary food permit. Permits not applied for at least 2 weeks in advance may not be processed in time, so please get this done early.

It is the responsibility of all exhibitors to obtain all permits, licenses, etc. PITP reserves the right to prohibit the sale or distribution of materials that may be illegal, pornographic, or those considered offensive. Please do not display any merchandise that would be inappropriate for children. This is a family friendly event. Any decision made by PITP officials is final.

Vehicles must be parked in approved areas. No vehicles can be driven through the vendor area, so plan accordingly. PITP cannot assume responsibility for any vehicles ticketed or towed that are not properly parked.

All fees are non-refundable and must be paid when the booth application is submitted. Please make checks payable to: GLBT RESOURCE CENTER OF MICHIANA. Please send all pages and registration fee to: GLBT RESOURCE CENTER OF MICHIANA, ATTN: PITP, 1522 Mishawaka Ave., South Bend, IN 46615.

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

If you would like us to send you a copy of these guidelines, please initial here: \_\_\_\_\_