



## Jackson Pride Week Vendor Form

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

Phone number: \_\_\_\_\_ Email: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_

Zip: \_\_\_\_\_ Type of Business:  Comm. Bus.  Nonprofit  Artisan  Other: \_\_\_\_\_

Number of spaces (more than 2 is at the discretion of Pride Fest): \_\_\_\_\_

Vendor Fees (per space):

Commercial Business: \$100. Artisan: \$75. Nonprofit/Volunteer Group: \$50.

- Your allotted set-up space will be 10'x10'. Tents and canopies will be permitted within these spaces.
  - If your set-up area will be any larger, you must purchase additional space (Please call for availability and pricing.)
  - Spaces are offered on a first come, first serve basis as applications are received.
- As you enter the festival, you will receive your space number and parking pass.
  - Strict parking regulations must be followed, and your parking pass must be visible on your rearview mirror or on your dash.
  - Security will be provided inside the festival grounds from 8am to 10pm.
- We highly recommend organizing and meeting elsewhere to consolidate vehicles and bring one vehicle to the festival. We ask this to help alleviate congestion during set up times.
- If you wish to march with your group or organization in the parade, please be aware that kick off time is at 10:30 am. Festival set up time is from 8:00 am to 11:30 am. All tents and tables must be set up by 12 noon, no exceptions.
- Application and Payment
  - Please email [pridefest@jacksonpridecenter.org](mailto:pridefest@jacksonpridecenter.org) for price information and questions.
  - Application deadline for crafts is \_\_\_\_ and for food vendors is \_\_\_\_.
  - Payment is due in full with your application. Receipts will be given upon application process completion. You will NOT be allowed to set up unless paid in full.

- No rain date. The festival will be held rain or shine. No refunds will be given. Anyone selling a food product must have proof of insurance and this must accompany your application with Jackson Pride Festival as the certificate holder.
  - Participation will be denied to anyone submitting a NSF (non-sufficient funds) check.
  - The festival committee reserves the right to reject or deny any application. Incomplete applications will be rejected.
- Vendor Application
    - You must set up in your space the day of the festival. We will not have access to the space the night before.
    - All vendors must be in their designated space and ready for the festival to begin (if not participating in the parade) at 11 am. Under no circumstances will you be allowed to drive through festival grounds during festival hours.
    - Vendors must be accompanied by at least 1 (one) other person.
    - The Jackson Pride Festival, The Jackson Pride Center, or The Jackson Pride Committee are not responsible for lost or stolen items.
    - No bicycles allowed within festival grounds. There will be spaces provided outside festival grounds to leave/ lock your bicycle.
    - Please notify the festival committee ahead of time of any special needs or handicaps to allow time for accommodation.
- Vendor Spaces and Merchandise
    - You must have your booth manned at all times.
    - You cannot change your assigned spot on your own. Consult with the festival committee on any issues.
    - The festival committee and Jackson Pride reserve the right of placement of ALL vendors to ensure success of the festival.
    - No items of any sort with the Jackson Pride name are allowed unless expressly approved by the festival committee.
    - No carnival or flea market type items allowed, with the exception of children's prizes.
    - The items you indicate on your application are the only items that can be prepared and sold at the festival. Please be specific when listing items on your application.

Please contact us at [pridefest@jacksonpridecenter.org](mailto:pridefest@jacksonpridecenter.org) for any questions and sponsorship opportunities that can reduce fees.

Please send your completed application with check or money order payable to:

Pride Fest Committee  
 Jackson Pride Center  
 P.O. Box 4086  
 Jackson, MI 49204-4086