

2019 PrideFest Exhibitor Booth Info/Guidelines

DEADLINE IS **May 24th, 2019** AT 10:00 PM MDT or until filled

PLEASE READ ALL THE INFO/GUIDELINES BEFORE REGISTERING

Exhibitor Booth Fees

Type of Booth	Feb/Marc h	April	May	June
Premium 20'x20'	\$400	\$420	\$430	\$440
Premium 10'x10'	\$250	\$270	\$280	\$290
Premium 10'x10' Corner	\$280	\$300	\$310	\$320
Standard 20'x20'	\$320	\$340	\$350	\$360
Standard 10'x10'	\$200	\$220	\$230	\$240
Standard 10'x10' Corner	\$230	\$250	\$260	\$270
Non-Profit/Grassroot Organizations (8' table, shaded shared space with 2 chairs)	\$95	\$115	\$125	\$135
Food Booth 20'x20'	\$350	\$370	\$380	\$390
Additional Parking Pass (In/Out Privileges)	\$3	\$3	\$3	\$3
Additional PrideFest Entry Pass	\$10	\$10	\$10	\$10
Additional Table	\$10	\$12	\$14	\$16
Additional Chair	\$2	\$3	\$4	\$5
Booth Sidewalls (3 sides)	\$25	\$30	\$35	\$40
Power Access (where available)	\$15	\$20	\$25	\$35

ALL BOOTH FEES ARE DUE AT TIME OF REGISTRATION. No booth is considered registered without payment. All checks must be drawn on a U.S. bank account. Any additions the day of load in or the event must be paid by cash. NO EXCEPTIONS.

GENERAL INFORMATION

By electronic affirmation, the participant is agreeing by the terms in this document and fully agrees to abide by all its rules and deadlines. Albuquerque Pride reserves the right to use completed registration and processed payment for verification that exhibitors have reviewed these guidelines and are in full agreement with the stipulations contained herein.

Albuquerque Pride Inc. produces events that educate, honor the history of the LGBTIQ communities, and celebrates the diversity of the New Mexico Lesbian, Gay, Bisexual, Transgender, Intersex, Queer and Straight communities. Further, Albuquerque Pride Inc. supports the ideal that every member of the LGBTIQ community should be recognized as fully equal in the eyes of Local, State, and Federal Laws.

If any part of the above statement is counter to your personal ideals or that of your business or organization, then we kindly ask you not to register for Albuquerque PrideFest. The Albuquerque Pride Board reserves the right to decline your registration if you or your business/organization is unable to respect our purpose.

PLEASE NOTE: NONE OF THE FOLLOWING ARE TO BE SOLD, DISPLAYED, DISTRIBUTED OR OTHERWISE PRESENT AT THE EVENT WITHOUT THE EXPRESS WRITTEN CONSENT OF ALBUQUERQUE PRIDE: No exhibitors may sell, giveaway or otherwise serve alcoholic beverages, soft drinks or bottled water of any kind at their booths to the public without having received privileges from EXPO New Mexico or Albuquerque Pride Inc. **Bottled water that is provided to your booth staff or volunteers may only be allowed to enter the gates until 10:00 am on Saturday, June 8th.** Exhibitors found to be in violation of these rules will be asked to leave the premises, and there will be no refund of fees paid to you. Further, there is no third party sponsorship, generators or amplified sound at booths unless approved by ALBUQUERQUE Pride. Only one business/organization can occupy an exhibitor booth space unless there has been prior consent from Albuquerque Pride, Inc. Any participant found in violation of these requirements will be subject to an additional fee and/or exclusion in future Albuquerque PrideFest events. Albuquerque Pride Inc. has the right to refuse registration/participation for any business/organization at any time.

Event Schedule: The Albuquerque PrideFest is a **two-day** event held on Friday, June 7th, from 6:00 p.m. to 10:00 p.m., and Saturday, June 8th from 10:00 a.m. to 6:30 p.m.

Set-Up: Exhibitors will be allowed to enter EXPO NM from San Pedro at Gate 3. Exhibitor set-up will begin on Friday, June 7th at 11:00 a.m. Driving onto the PrideFest event grounds will **ONLY** be allowed on Friday, June 7th from 11:00 a.m. to 5:00 p.m. **REMEMBER** there will be absolutely **NO DRIVING** onto PrideFest event grounds on Friday, June 7th from 5:00 p.m. until Saturday, June 8th after 7:00 p.m. On Saturday, June 8th, 2019, exhibitors can enter the PrideFest event grounds with a purchased PrideFest entry ticket starting at 8:00 a.m. on Saturday, June 8th. Friday's event is free to the public. All exhibitor booths should be ready for the public by 6:00 p.m. on Friday, June 7th. Gates will not be reopened for driving onto PrideFest event grounds until Saturday, June 8th after 7:00 p.m. for take down and load-up of booths.

Placement: Exhibitor spaces will be assigned and provided to all Exhibitors at the time of packet pick up or day of load in. Reservations will not be accepted through any other means and booths will not be held. ALBUQUERQUE Pride reserves the sole right to place exhibitors in any location that Albuquerque Pride Inc. deems appropriate due to logistical reasons. If special placement is needed because of ADA accommodation requirements, please contact Albuquerque Pride Inc. at PrideFest@abqpride.com.

Insurance/Hold Harmless: Albuquerque Pride Inc., its agents, directors, assigns, volunteers, employees and/or committee members shall not be liable for any damages arising from personal injuries or property damage sustained by participants in or about the premises and/or in connection with the Albuquerque Pride Inc. events. Participant assumes full responsibility for any injuries or damages that may occur to participant in or about the premises while attending, assisting, or otherwise participating in the event. Further, the participant registering the exhibitor booth assumes all responsibility for all activities in and around their exhibitor booth by all parties

being represented at the exhibitor booth. The participant shall fully and forever release and discharge Albuquerque Pride Inc. and related Board of Directors, owners, employees, and agents from any and all claims, demands, damages, rights of action or causes of action, present or future, whether the same be known, anticipated or unanticipated, resulting from or arising out of any incident to the Participant while in attendance, assistance, or participation in the event.

All Exhibitors are required to provide proof of insurance! It must be a Certificate of Insurance for General Liability in the amount of \$1,000,000 (one million dollars) naming Albuquerque Pride, Inc. as an additional insured. Existing insurance policies are usually sufficient. If there are any questions, please email exhibitor@abqpride.com.

Insurance should read as follows:

Albuquerque Pride Inc.
2610 San Mateo Blvd. NE, Suite E
Albuquerque, New Mexico 87110

Albuquerque Pride Inc. chooses to protect Albuquerque Pride Inc.'s assets from any claim arising solely out of exhibitor activity regardless if they are for profit, non-profit, selling product or providing information. Exhibitors who do this regularly usually have the insurance in place as a matter of business practice. The Certificate of Insurance should be emailed to exhibitor@abqpride.com within 2 days of registration.

Please use the following link to order one-day event insurance only if your current liability insurance does not offer the required coverage. This link can also be used to purchase your required insurance. <http://abqpride.com/insurance>.

EXHIBITOR TYPES AND BOOTH OPTIONS

Business or Sales: Includes, but is not limited to, exhibitors selling items, dispensing information or professional advice. This includes, but is not limited to, for-profit companies, government agencies, employee associations, and craft makers.

Non-Profit/Grassroots Organization (No Sales): Includes community-based, non-governmental, and not-for-profit organizations dispensing information.

Food & Beverage Vendor: Food and beverage vendors are required to be located in an area designated by Albuquerque Pride Inc./EXPO NM. Food and beverage vendors must be ready for Fire Marshall inspection no later than 3:00 p.m. on Friday, June 7th, 2019. Space allotted for food & beverage vendors is not to exceed a 20'x20' area. No exceptions will be made to this rule. **All shade structures must meet New Mexico State Fire Marshal requirements and will be verified during inspection.**

Booth Space: Exhibitor spaces are rented out in 20'x20' and 10'x10' sizes. Albuquerque Pride provides exhibitor booths the space, shade structure, one 8' table and two folding chairs (20'x20' booths receive 2 tables and 4 chairs). For those Non-profit/Grassroots organizations we are offering an 8' table shared tent space. The exhibitors can provide additional tables, chairs, and equipment as needed. **Exhibitors are not permitted to use their own tent or booth structure due to Fire Marshall requirements.** Final booth placement is subject to the Fire Marshall's approval. *Spaces are limited*

Electrical: The locations from which power can be supplied are limited and are available for a minimal fee for the two day festival. By purchasing the electrical option your space will be assigned only based on that purchase. Exhibitors are responsible for their own extension cords from the power source to their booth and for covering and securing extension cords with tape or runners.

Exhibitor PrideFest Tickets and Parking Passes: Exhibitors will be given two admission tickets and one parking pass (20'x20' booths will receive 4 admission tickets and 2 parking passes) to PrideFest as part of their space rental. Additional tickets for volunteers/employees can be purchased at the time of registration. The entry tickets are at a discount rate and are

only available at the time of registration. Additional discounted parking passes will also be available for purchase at the time of registration. The parking passes provided or purchased allow in and out access of the EXPO NM grounds. **Tickets and parking passes will be distributed on two different days this year- Thursday, May 30th between 4pm and 8pm at the ABQ Pride Office or on Friday, June 7th between 11:00 a.m. and 5:00 p.m. at EXPO NM.** If tickets are not picked up during this time, exhibitors will be required to purchase tickets on the day of PrideFest in order to enter the grounds. All entrances on PrideFest grounds beginning at 8:00 a.m. on Saturday, June 8th will require an entry ticket.

Booth Sidewalls:

Booth sidewalls are not provided for each booth. If an Exhibitor chooses to rent or bring their own sidewalls, please be respectful to your neighbor as to not impede into their booth space.

ABQ Pride Website Vendor Listing: Every vendor will be listed on our website for informational purposes with a direct link to their website. The ABQ Pride website receives thousands of unique visitors during the week leading up to Pride alone! A website link will provide great exposure for your business/organization, and will differentiate you from the rest of the online list.

CANCELLATIONS/REFUNDS

Exhibitor applications may be canceled at any time up until 5:00 p.m. on Friday, May 17th, 2019. Refunds of all fees paid, minus a 30% processing fee, may be expected within four weeks following the event (6/08/19). **CANCELLATIONS MADE AFTER 5:00 P.M. ON FRIDAY, MAY 17th, 2019 WILL NOT BE REFUNDED. EXHIBITOR "NO-SHOWS" ON THE DAY OF THE EVENT WILL NOT BE REFUNDED.** Any assigned spaces not checked-in and occupied by the exhibitor on the day of the event will be subject to resale by Albuquerque Pride Inc. Providing there is adequate additional space, the original exhibitor may be reassigned, but under no circumstances will a refund be made.