

# 2023 PrideFest Exhibitor Booth Info/Guidelines

DEADLINE IS **May 20, 2023** AT 11:59 PM MDT or until filled

\*PLEASE READ ALL THE INFO/GUIDELINES BEFORE REGISTERING\*

## Exhibitor Booth Fees

Type of Booth *All booth spaces are outdoor tents.*	Earlybird (Register by March 20)	Regular
Stage Premium 10'x20' (2- 6' tables, 4 folding chairs, near stage)	\$500	\$550
Stage Premium 10'x10' Single (6' table, 2 folding chairs, near stage)	\$400	\$450
Premium 10'x20' (2- 6' tables, 4 folding chairs, high traffic area)	\$300	\$350
Premium 10'x10' (6' table, 2 folding chairs, high traffic area)	\$200	\$250
Standard 10'x10' (6' table, 2 folding chairs)	\$150	\$200
Non-Profit/Grassroot Organizations (6' table, with 2 chairs)	\$50	\$100
Bring Your Own Tent (10'x10' space)	\$50	\$100
Food Truck	\$350	\$400

<p style="text-align: center;"><b>Additional Vendor Parking Pass (Limit 1)</b></p> <p><i>*Note: Regular parking is free. This is to park in an additional vendor parking space)</i></p>	<b>\$3</b>	<b>\$8</b>
<b>Additional PrideFest Entry Pass</b>	<b>\$10</b>	<b>\$15</b>
<b>Additional Table</b>	<b>\$16</b>	<b>\$16</b>
<b>Additional Chair</b>	<b>\$5</b>	<b>\$5</b>

ALL BOOTH FEES ARE DUE AT THE TIME OF REGISTRATION. No booth is considered registered without payment. Checks are not accepted. Any additions must be made prior to registration closing date. NO EXCEPTIONS.

### GENERAL INFORMATION

By electronic affirmation, the participant is agreeing to 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 celebrate the diversity of the New Mexico lesbian, gay, bisexual, transgender, intersex, queer, and straight communities. Further, Albuquerque Pride Inc. supports the idea 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:** The following is prohibited from being displayed, distributed, otherwise present at the event except with the express written consent of Albuquerque Pride. 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. Albuquerque Pride Inc. has the right to refuse registration/participation for any business/organization at any time.

- No exhibitors may sell, give away, or otherwise serve alcoholic beverages of any kind at their booths to the public.
- Bottled water may only be allowed to enter the gates until 2:00 pm on Saturday, June 10<sup>th</sup>.
- There is no third-party sponsorship, 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. Any

participant found in violation of these requirements will be subject to an additional fee and/or exclusion in future Albuquerque PrideFest events.

**Event Schedule:** The Albuquerque PrideFest is a **two-day** event held on Friday, June 9<sup>th</sup>, from 5:00 p.m. to 9:00 p.m., and Saturday, June 10<sup>th</sup> from 3:00 p.m. to 9:00 p.m.

**Set-Up:** Exhibitor set-up will begin on Friday, June 9<sup>th</sup> at 10:00 a.m. Driving onto the PrideFest event grounds will **ONLY** be allowed on Friday, June 9<sup>th</sup> from 11:00 a.m. to 4:00 p.m. and Saturday June 10<sup>th</sup> from 12:00 p.m. to 2:00 p.m. **REMEMBER** there will be absolutely **NO DRIVING** onto PrideFest event grounds one hour before the event starts each day for the safety of our guests. Friday's event is free to the public. On Saturday, June 10<sup>th</sup>, 2022, exhibitors can enter the PrideFest event grounds **with a PrideFest entry ticket** starting at 12:00 p.m. All exhibitor booths should be ready for the public by 5:00 p.m. on Friday, June 9<sup>th</sup>. Gates will not be reopened for driving onto PrideFest event grounds until Saturday, June 10<sup>th</sup> after 9:00 p.m. for takedown 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 [exhibitor@abqpride.com](mailto:exhibitor@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](mailto:exhibitor@abqpride.com).

Insurance should read as follows:

Albuquerque Pride Inc.  
300 Manual Blvd. NW

Ste A #203

Albuquerque, NM 87107

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 uploaded to our website [abqpride.com](http://abqpride.com) within 7 days of registration.

## **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. Food and beverage vendors must be ready for Fire Marshall inspection no later than 3:00 p.m. on Friday, June 9<sup>th</sup>, 2023. All food vendors must have their own food truck and are required to follow Balloon Fiesta Field requirements. No exceptions will be made to this rule. **All shade structures must meet New Mexico State Fire Marshal requirements and will be verified during the inspection.**

***Booth Space:*** Exhibitor spaces are rented out in various sizes. Albuquerque Pride provides exhibitor booths with the space, shade structure, one 6' table, and two folding chairs (Larger' booths receive 2 tables and 4 chairs). Exhibitors can provide additional tables, chairs, and equipment as needed. 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 (Larger' 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. Regular parking at the event is free. The parking passes provided or purchased allow parking in the designated vendor parking. **Tickets and parking passes will be distributed the last week of May. Details will be sent to all registered participants via email.** 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 10<sup>th</sup> 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 Sunday, May 20<sup>th</sup>, 2023. Refunds of all fees paid, minus a 30% processing fee, may be expected within four weeks following the event (6/9/23). **CANCELLATIONS MADE AFTER 5:00 P.M. ON SUNDAY, MAY 20<sup>th</sup>, 2022 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. Providing there is adequate additional space, the original exhibitor may be reassigned, but under no circumstances will a refund be made.