



**VENDOR APPLICATION and AGREEMENT
 NORTH SHORE PRIDE PARADE AND FESTIVAL 2019
 P.O. BOX 355
 MANCHESTER, MA 01944**

Thank you for your interest in the North Shore Pride Parade and Festival to be held on June 22, 2019. Vendors will be located on the Salem Common, Washington Square West, Salem, Massachusetts. Please read the following information carefully and return your signed Application and Agreement with the appropriate fee to;

**North Shore Pride, Inc.
 PO Box 355, Manchester By-the-Sea, MA 01944
 The Deadline for Vendor applications is June 17, 2019.**

Exhibitor/Business Owner Name _____

Contact Name _____ Corporation Sole Proprietorship

Address _____

City _____ State _____ Zip _____ Phone _____

Email _____ Website _____

Vendor Category Food Craft Merchandise NonProfit/Business
 Other

Brief Description _____

FOR APPLICATION PACKAGE TO BE COMPLETE YOU MUST INCLUDE:

- Completed and properly signed Application and Agreement
- Check/Payment for total amount paid to North Shore Pride, Inc,

BOOTH SIZE/COST (Check One)	Fee Due
<input type="radio"/> Small = 8' x 10' (1 Table) \$125	
<input type="radio"/> Med = 16' x 10' (2 Tables) \$150	
<input type="radio"/> Large = 24' x 10' (3 Tables) \$175	
<input type="radio"/> Extra Large = 32' x 10' (4 Tables) \$200	
Early registration received before April 15, 2019	-\$10.00

Thank You!
 North Shore Pride, Inc.
Building Community with Pride

BOOTH SIZE/COST (Check One)	Fee Due
Late registration received after June 1, 2019	\$30.00
TOTAL DUE- Fees Enclosed	\$
Type of Payment (Please check one) <input checked="" type="radio"/> Check Enclosed <input checked="" type="radio"/> Pay Pal (Please go to http://www.northshorepride.org/vendors/)	

Conditions of the Event

- 1. Vendor Insurance:**North Shore Pride's insurance company now requires that all 2019 Vendors have Exhibitors General Liability Insurance and that North Shore Pride is named as an Additional Insured on the Certificate of insurance. If you are a vendor and DO have Exhibitors General Liability Insurance, please provide a Certificate of Insurance with North Shore Pride, PO Box #355, Manchester, MA 01944 named as an Additional Insured. Please send a copy of the certificate to vendor@northshorepride.org. If you are a Vendor and DO NOT have Exhibitor's General Liability Insurance, North Shore Pride's Insurance Vendor, Casswood Insurance, is offering One Day Exhibitor's General Liability Insurance coverage for the North Shore Pride Festival at a cost of \$65. If you are interested in purchasing this One Day Insurance coverage please click on this link: [https://www.totaleventinsurance.com/app/Customer/ExhibitorAnnual.aspx?eid=o9jF66Sbdsk\\$](https://www.totaleventinsurance.com/app/Customer/ExhibitorAnnual.aspx?eid=o9jF66Sbdsk$)
- 2. Set Up Time:** All vendors and their merchandise must be set up by 11:00 a.m. on June 22, 2019. No vendor is allowed to set up the evening prior to the event. The Salem Common will be open at 9:00 a.m. for vendor set up.
- 3. Entries:** The festival is open to all nonprofit organizations, businesses, crafters, artists, and food vendors who have the approval of North Shore Pride, Inc.
- 4. Advertising:** The North Shore Pride, Inc. Parade and Festival is extensively advertised on the Internet, Twitter and Facebook as well as local news media, posters and program ad books
- 5. Fees:** The fee for one Small booth space is \$125. The fee for one Medium booth space is \$150. The fee for a Large space is \$175. The fee for an Extra Large space is \$200.
- 6. Tenting:** North Shore Pride, Inc. **does not provide** tents for vendors. If a vendor wishes to have a tent, you must supply your own tent. Any tent that is larger than 10 feet X 10 feet is required by the City of Salem Fire Department to have a Fire Retardant Certification. Please contact the City of Salem Fire Department if your tent is larger than 10 feet X 10 feet and you do not have a current Fire Retardant Certificate for the tent(s). The City of Salem Fire Department will be inspecting the Festival tenting for appropriate Fire Retardant Certification for any tent over the 10 feet X 10 feet size. **You may not utilize spikes or implant any such devices into the ground on the Salem Common.** As such, please come prepared with weights to secure your tenting. North Shore Pride, Inc. will not provide vendors with any weights, ropes or equipment to secure your tenting.
- 7. Electricity:** **Electricity may be available on a limited basis to Food Vendors only.**
- 8. Tables, Chairs and Stock:** North Shore Pride, Inc. will supply the tables and chairs for each vendor space. Chairs will be distributed in accordance with your table size (2 chairs per table). You must supply your own clean cover that covers the table. All stock boxes must be kept out of sight until the end of the event, unless you are restocking. If a customer should be injured by any vendor's equipment, merchandise or supplies during the set up, Festival, or break down of the Festival, the vendor is liable for any injuries. Each vendor will need to set up their own tents, merchandise and equipment.
- 9. Parking:** Off loading of cars, vans, trucks etc. will be allowed providing you travel only on the vehicle paths. A parking attendant will be at the gate to direct you to your vending area. All vendors must respect the No Vehicle areas on the Salem Common that do not permit vehicle travel due to water irrigation systems. Once unloaded, you must move your vehicle immediately to a parking area. No vendor vehicles are allowed to remain on the Salem Common during the Festival. Your acceptance letter will indicate available parking areas. Important: No parking in fire lanes is permitted. In addition to Vendor Parking the city of Salem also provides



many public parking areas. Please go to <https://www.salem.com/parking-department/faq/where-are-parking-garages> for a map of public parking areas.

10. **Payment:** If paying by check, make checks payable to North Shore Pride, inc. You are required to send full payment, based on your selected booth space size. No spaces may be re-rented or given to another vendor. Checks must accompany the application to North Shore Pride, Inc. PO Box #355, Manchester, MA 01944. Payment may also be made via PayPal within the Vendor Online Registration at <http://www.northshorepride.org/vendors/>
11. **Refunds:** An application is a commitment to the event. No refunds will be given after the acceptance notice is sent. If for some reason the event is not held, refunds will be made, otherwise there will be no refunds once accepted into the event. In the event of a need for cancellation of the event, a notice of cancellation will be posted on <http://northshorepride.org/> and on Twitter and Facebook. **The event will not be cancelled in the event of rain.**
12. **RETURNED CHECKS:** THE FEE TO THE REGISTERED VENDOR EACH TIME A CHECK IS RETURNED BY YOUR BANK IS \$35.00. FULL RESTORATION PAYMENT TO NORTH SHORE PRIDE, INC. WILL BE MADE IN CASH OR VIA CREDIT CARD WITHIN 1 WEEK OF NOTIFICATION OF INSUFFICIENT FUNDS. THE VENDOR WITH INSUFFICIENT FUNDS WILL NOT BE PERMITTED TO THE NORTH SHORE PRIDE FESTIVAL 2019 UNTIL FULL PAYMENT OF INSUFFICIENT FUNDS IS MADE.
13. **Applications:** A blank Application and Agreement may be copied if you need more of these forms. Fill in ALL information and return with payment. Both the Application and the signed Agreement form along with payment must be received in order to confirm your registration for the Festival.
14. **Notification:** Notification of acceptance to the event will be sent as soon as the a decision is made, but no later than one week from the date of receipt of your application. **Rain date: There will be no rain date.** The event will occur even in the event of rain.
15. **Acceptance:** Once accepted, all fees are non-refundable. Upon acceptance you will receive a confirmation with check-in instructions and directions. If for any reason you cannot make the event, please advise the Committee via email at <http://northshorepride.org/> .
16. **Food:** If you are a food vendor participating in the North Shore Pride Festival you are required to complete the Application for Temporary Food Service Permit found at <https://www.salem.com/health/> and submit it with this application. No extreme handling or open cooking of food is allowed. All food must be pre-cooked. No dietary supplements are allowed. No more than 50 pounds of propane per vendor is allowed. Propane permits may be obtained at the Fire Prevention office on Derby Street, Salem, MA. prior to the event. Each food vendor must have a hand washing station and trash storage system in place at their vendor site. **Board of Health inspections will occur during vendor set up time the morning of June 22, 2019.**
17. **Festival Event Times:** The North Shore Pride Festival on the Salem common is open to the public from 11:00 a.m. to 4:30 p.m. on June 22, 2019. **Vendor set is between 9:00 a.m. to 11:00 a.m. on the Salem Common.** All vendors are expected to remain until the end of the festival and break down and clean up no earlier than 4:00 p.m. when the festival closes. Vendors are not allowed to leave their wares or equipment at the common beyond 5:00 p.m. Vendors are responsible to clean their booth area and remove all trash and equipment. **Parade Event Times:** The North Shore Pride parade will start at 12 noon on June 22, 2019 and will end at the Salem Common at 1:00 p.m.
18. **Street vendors are not allowed to participate in North Shore Pride Parade and Festival on June 22, 2019.** For additional information or questions please feel free to contact us at: <http://northshorepride.org/>

General Release and Acceptance of Rules: This application and agreement covers the 2019 North Shore Pride Parade and Festival. I/we the applicants have read the conditions of the event attached to this application and agree to abide by the conditions. I/we agree to assume full responsibility for my property. In addition, I/we do expressly release North Shore Pride, Inc. from any and all liability for any damage, injury, or loss of any person, business or property which may arise from the occupation of the booth space by the applicant(s), and agree to hold and save the North Shore Pride, Inc. harmless of any damage, injury or loss by reason thereof. I/we understand that if this application is not accepted, all fees will be returned by mail. If this application is accepted, I/we give permission to use my name, business name, photo descriptions, item prices, photos or images taken of me or my items for any and all purposes. I agree to all of the Conditions of the Event. Once accepted, I understand all fees are NON-REFUNDABLE.

Thank You!
North Shore Pride, Inc.
Building Community with Pride

Applicant's Signature: _____

Printed Name _____

Date _____

Date Received by Committee _____ Booth Assignment _____