

CLEVELAND AREA PAGAN PRIDE DAY AUGUST 28, 2010 - BEDFORD SQUARE MERCHANT and VENDOR APPLICATION

COMPANY INFO (will be published)*	
Business Name:	
Business Address:	
City:	State & Zip:
Business Phone:	Email:
Website:	

PERSONAL INFO (will not be published)*	
Contact Name:	
Mailing Address:	
City:	State & Zip:
Home Phone:	Email:
Cell Phone:	

*Please note! Business info listed will be published on our program. Personal contact info is for our use only!

Description of Merchandise or Services:

In addition the fees listed below, we ask all our vendors to please donate an item to the Auction the day of the event. The proceeds of the auction will go to offset the costs of running next year's event. The item can be of any value you deem appropriate. Please bring it with you the day of the event, they will be collected around 11:45am.

Don't forget to include a business card or flyer about yourself!

FEE SCHEDULE					
DEADLINE	Vendor Fee (per 10X10 space)	Bus Card Ad	Half Page Ad	Full Page Ad	SPONSOR PACKAGE
Postmarked before 5/31	50	15	25	50	200
Postmarked before 6/30	60	25	50	75	250
After 6/30	75	50	75	125	(call us)

VENDOR FEE CHECKLIST: CHECK ALL THE APPLY	
Vendor Space(s) (10 foot by 10 foot each)	\$
Business Card Sized Ad (2" X 3 1/2") *include Camera Ready Art, JPEG, GIF or PNG	\$
Half Page Ad (5" X 3 7/8") *include Camera Ready Art, JPEG, GIF or PNG	\$
Full Page Ad (5" X 8") *include Camera Ready Art, JPEG, GIF or PNG	\$
Sponsorship Package**	\$
Additional Donation (not necessary, but always welcome!)	\$
TOTAL AMOUNT INCLUDED: (Check, Money Order.)	\$

Make checks payable to Cleveland Area Pagan Pride. Vendor registration is not complete until payment is fully cleared. You will receive a confirmation email from CAPP when it is cleared and accepted.

VENDOR AGREEMENT

I/We understand and support the Cleveland Area Pagan Pride Day mission to foster pride in Pagan identity through education, activism, charity and community. I/We will also be responsible for any friends, family, or employees we bring to the event. I/We agree to adhere to the following guidelines and regulations:

- No alcoholic beverages are allowed at the event.
- All merchandize must be appropriate for all ages.
- Vendor vehicles cannot drive or park on the grass. The park will fine you. Please park along the street to unload, and move your vehicle to the parking lot when unloaded. Vendor vehicles must be unloaded and parked in the appropriate parking areas no later than 11:00 am.
- Vendors may arrive as early as 9:30 am to start unloading and setting up.
- Vendor tents and ropes must be marked clearly and safely out of any walk ways.
- Booths will not be broken down or packed up before 10:00 PM, regardless of weather.
- Parking is in designated areas only.
- No open fires are allowed.
- Smokers must dispose of their butts. Please do not litter!
- Vendor trash is your responsibility. Please leave the park as clean as when you arrived, if not better!. Bring a bag for your garbage and take it with you.
- The event is held rain or shine, prepare accordingly. There are no refunds on registration fees.
- Absolutely no refunds for cancellations or no-shows.
- Vendor locations will be assigned by the CAPP event committee.
- As this is a public event, photographs will likely be taken. We cannot be held responsible for every attendee with a camera. However, CAPP respects your privacy and copyrighted materials. Our official staff photographer will be well marked. If it is your wish not to be photographed or have your merchandise photographed up-close, please inform us when you check in. We will do our best to make sure that such persons are not filmed close-up, however, distance shots are inevitable and necessary for the future promotion of our event.
- By signing this agreement, you agree to all our policies and agree to participate respectfully in our event.

CHECKLIST: MAKE SURE TO INCLUDE ALL APPLICABLE ITEMS OR YOUR REGISTRATION COULD BE DELAYED	
<input type="checkbox"/>	Registration form, filled out and signed
<input type="checkbox"/>	Hold Harmless Agreement, signed original by all participants
<input type="checkbox"/>	Camera ready art for any advertisement selected (or you can email separately)
<input type="checkbox"/>	Check or Money Order for amount due

Please Mail To:

Cleveland Area Pagan Pride
c/o Melissa Stewart
664 Broadway Ave.
Bedford, OH 44146

"All ads require camera-ready or digital format image. Please enclose your camera-ready artwork or email GIF, JPEG, or PNG separately to clevelandpaganpride@yahoo.com. If you would like to place an ad, but do not have one designed, our talented graphics designer will gladly create one for you, including one or two images or logos, for an additional donation. Please contact us with your needs before mailing payment.

****Sponsorship package includes mention on every flyer, ad, email, newspaper, or radio mention after your payment is received and accepted.*

Please make note of the deadlines and associated fees listed, and calculate your total amount accurately. Incorrect payments will delay your registration and possibly omit your advertising from the program guide. If you have any questions at all, please feel free to email us at clevelandpaganpride@yahoo.com or call Melissa at (440)439-4372. You will receive a confirmation email when your payment is cleared.

