

## EVENT INFORMATION and RULES & REGULATIONS

***Note: This is a family-friendly and LGBTQ+ supportive event***

### **Event Information**

Event: 2019 NWI Pride Date: Saturday July 13, 2019  
Location: Highland Fieldhouse & Banquet Hall, Lincoln Community Center  
2450 Lincoln Street, Highland, IN 46322  
Time: Sponsor/Vendor setup opens at 9:00 am  
Festival is open to the public from 11:00 am - 8:00 pm  
Organizers: PFLAG Crown Point Inc & LGBTQ Northwest Indiana Inc (both for NWI Pride  
Events Inc)  
Funds Payable To: PFLAG Crown Point Inc

### **Rules & Regulations:**

1. This is an indoor venue. Canopies or tents are not required but may be used if free-standing.
2. NWI Pride organizers ask that all vendors remain open during festival hours, until at least 7:00 pm
3. Fieldhouse walls are carpeted, and vendor flags, banners, and signs are allowed to be tacked or taped to the walls. Nothing permanent. Each vendor must use only the space that they are granted.
4. All vendor space comes with one six-foot (6') table and two (2) chairs. Additional tables and chairs may be requested ahead of time.
5. Product and service vendors are not required to carry separate insurance.
6. Food, drink and alcohol vendors are required to carry a standard \$1 million insurance policy, naming the Town of Highland as additional insured. Alcoholic beverage vendors are required to be permitted by, and licensed through, the Town of Highland Permit #210, etc.).
7. Food, drink and alcohol vendors must provide Proof of Liability Insurance by June 15, 2019.
8. All food preparation needs to be done off-site, in the small Banquet Hall shared kitchen, or outside. There is to be no cooking in either the Banquet Hall or the Fieldhouse.

9. Running water is not provided on-site except in the Banquet Hall kitchen. You must supply your own fresh water if needed.
10. No small portable generators or car batteries are permitted inside building. All electricity is provided on-site. Please make sure to indicate on application if electricity is needed).
11. Music and entertainment is provided throughout the day, so PLEASE no playing of live or recorded music or other material in your vendor area, without prior consent from NWI Pride organizers.
12. All business or other activity for which you have rented vendor space must be conducted in your designated area only. No distribution of literature, items, flyers, or sales thereof may be conducted by strolling through the festival grounds, without prior consent from NWI Pride organizers.
13. No illegal or unlicensed activities, products, or services shall be conducted or sold during NWI Pride.
14. Other than water, no food or beverage may be brought into NWI Pride.
15. No food or beverages may be sold or distributed at any non-food/ beverage vendor area without the written consent of NWI Pride organizers.
16. There is no guaranty of exclusivity to any participant or exhibitor.
17. Pets and animals of any type, other than registered service animals, are not permitted inside the Fieldhouse or Banquet Hall. For service animals, make sure to bring your service animal credentials).
18. No Show Policy: Participants who have not checked-in and/or called the festival organizers prior to the event by 10:00 am Saturday, July 13 will be considered a “no-show.” No Show participants will NOT be eligible for refunds, and assigned vendor space will be forfeited to a wait-list participant.
19. Cancellation Policy: Vendors who request cancellation before July 1, 2019 are eligible for a full refund. Those who request cancellation after July 1, 2019, are eligible for a refund of half the prepaid amount, unless they are “No Show’s”, for which they will receive no refund see Rule # 18).
20. NWI Pride organizers reserve the right to cancel a vendor contract at any time for the good of the festival, at their sole discretion including without limitation, booths which would be inappropriate given the nature of event (family-friendly and LGBTQ+ supportive), or which may otherwise be offensive to NWI Pride patrons. Any cancellation by management will be refunded if ALL rules and regulations have been followed. Vendors who are cancelled or suspended due to of lack of proper licensing, or to failure to meet or maintain guidelines, will not be eligible for refund.