

*** * THIS SIDE FOR BOOTH SPACE ONLY * ***

Please help us make the event a success and enable efficient set up and tear down by following the instructions below

BOOTH SET UP

1. You are responsible for supplying, carrying, and setting up your tables, chairs, canopy, literature, decorations, and supplies. Power is not available; generators are not allowed.
2. Frederick Pride organizers will assign a booth location prior to the event. Check your email for a booth map and unloading site.
3. We will be ready for your business/organization to arrive starting at 8:30 am. If you arrive earlier you may need to wait until the Facilities team has finished any site preparation. Please arrive no later than 10:00 am and have your area set up and ready by 11:00 am, when the event officially starts. You need not wait until 11:00 am to begin business.
4. Each agreement is for one approximately 11' x11' booth spot unless prior arrangements were made with Frederick Pride organizers. Common canopies are approximately 10' x 10' and fit nicely.
5. Stakes cannot be used to affix canopies to the ground/surface. Use sandbags or water weights.

BOOTH BREAK-DOWN

1. Frederick Pride **ends at 6:00 pm**, at which time you are required to close up your booth and canopy and pack up any remaining inventory, flyers, literature, banners and trash around your booth. You may break down starting at 5:30pm if it rains and/or if you find booth traffic is diminished.
2. Members of the Facilities team will not be able to carry materials or help you break down your booth, canopies, etc.

OTHER IMPORTANT ITEMS

1. There is to be no solicitation of cash donations on-site since this activity is reserved to The Frederick Center as organizer of Frederick Pride. Items can, however, be sold or given away. Any organization—including non-profits—that sells items must apply as a paying business booth. Any booth selling items is responsible for making sure sales meet all City, County, State, & Federal tax collection and local business permit regulations.
2. For those selling items, The Frederick Center will be applying for a one-day peddler license with the City of Frederick as part of this booth agreement. If you don't hold the required permit please e-mail/mail a copy of your driver's license clearly showing your face and the information on the license, a list of the items you will be selling, and whether you have ever been convicted of a crime or violation of code or ordinance (and if so, a description of what happened) by June 1st. We will include you in The Frederick Center, Inc. permit. After June 1st you will need to obtain your own permit and pay the fee. *See box at bottom of this form.*
3. There is no entrance fee or other cost to anyone to attend Frederick Pride.
4. Frederick Pride will take place rain or shine. Canopies are encouraged, but not required. If it rains, booths cannot move under another covered space like a bridge or other tent. Weight booths in case of wind. Booth fees are non-refundable.
5. Vehicles are not allowed within the park—on grass or bricks—per City rules.
6. No games of chance are permitted. This includes raffles, bingo, carnival games, lottery, wheels of chance, etc., or other similar activities requiring money. Free spins for promotional items are permitted as long as no payment is accepted.
7. Only designated food/alcohol vendors may sell those items.
8. Alcohol cannot be consumed anywhere in the park except within the designated alcohol area.
9. The Frederick Center reserves the right to cancel applications from organizations or individuals that do not support the mission and values of the organization. <http://www.thefrederickcenter.org/home/about>
10. Although unlikely, protesters may show up. Frederick City Police Department officers are aware of Frederick Pride and will be checking in on a regular basis. We have been told to ignore anyone like this who shows up and to not engage them in any manner.
11. Your organization will be listed in the program that will be available to all attendees.

I have read, understand, and will abide by these terms and conditions. Date _____

Print name _____ Sign name _____

ONLY FOR BOOTHS SELLING ITEMS ON-SITE, even non-profits:

Frederick City requires a paid peddler permit. The Frederick Center will be applying and paying for a one-day group permit. To avoid the fee for an individual permit, you must email to us by June 1st the following items:

- 1) Clear scan of a driver's license,
- 2) General list of items for sale (i.e. t-shirts, jewelry, etc.),
- 3) Statement that you have not been convicted of a crime or violation of city code or ordinance
(if so, a description of what happened)