



DURHAM PAGAN PRIDE DAY
Local Coordinator: Kat Jarvis
Vendor Coordinator: Darcy Overland
www.durhampagans.com/dppd

DURHAM PAGAN PRIDE DAY
Sunday, August 12, 2018
11am-5pm, rain or shine

VENDOR GUIDELINES AND APPLICATION

Please submit this completed application to **dpp.vendors@gmail.com**
Applications must be received by Friday, June 29, 2018.

APPLICATION GUIDELINES - VENDOR

- Space for the event is **\$40.00** for ONE 10' X 10' SPACE. Please indicate on your application if you would like more than one space.
- A small 256 character or less advertising description of your business is needed to be used for online advertising and flyers. Please include a photograph of your typical display to be used for advertising purposes.
- A descriptive list of exactly what you will be vending is needed. (This is to prevent the overlap of goods we have had in some prior year, which has reduced potential sales for all vendors involved.) If you have not included something in your list and present it at the event the Durham Pagan Pride Committee reserves the right to request that the product be removed from display.
- Due to by-law restrictions we are unable to allow any vendors selling food products (this includes preserves, jams, honey, teas, et cetera). Our apologies, we know this does inconvenience some vendors and it is a situation we are seeking solutions for in future years.
- Vendors will be selected by the Durham Pagan Pride Day Committee and notified by mail/email. Submission of application does not guarantee acceptance.
- Payment can be made to the Vendor Coordinator (Darcy Overland) via cash, e-transfer (email dpp.vendors@gmail.com, passcode DPPD2018), or alternatively a PayPal transfer can be set up with Darcy Overland.
- Payment must be received before the Durham Pagan Pride Day Committee will confirm vendor application.
- A maximum of two vendors can share one space. Each vendor must provide a signed copy of the Application form and Code of Conduct.

APPLICATION GUIDELINES – INFORMATION ONLY

- Community organizations, charities, religious groups, etc. may purchase a presentation space at a reduced rate if no products are being sold or services rendered.
- Space for the event is **\$20.00** for ONE 10' X 10' SPACE. Please indicate on your application if you would like more than one space.
- Presenters will be selected by the Durham Pagan Pride Day Committee and notified by mail/email. Submission of application does not guarantee acceptance.
- Payment can be made to the Vendor Coordinator (Darcy Overland) via cash, e-transfer (email dpp.vendors@gmail.com, passcode DPPD2018), or alternatively a PayPal transfer can be set up with Darcy Overland.
- Payment must be received before the Durham Pagan Pride Day Committee will confirm the application.



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The Committee selects vendors based on space limitations and/or limits on how many of the same products/services will be available at the event. Denial of application for whatever reason does not constitute non-acceptance of your goods and/or services because of quality, or prejudice towards you and your product and/or services.

EVENT GUIDELINES

- At Pagan Pride Day, vendor set up is from 10am – 11am.
- You are responsible for bringing your own tables, chairs, table coverings, shade canopies, etc.
- Due to by-laws we cannot have any closed shelters (that includes screen houses as well as tents. Canopies with side walls must have the side walls removed.)
- Please note that there is no electricity available.

CODE OF CONDUCT

- You are solely responsible for collecting and reporting all sales and taxes for your business.
- All participants will conduct themselves in a well behaved and lawful manner at all times.
- Participants will be responsible for all members in their group.
- A responsible adult must accompany all children under 12.
- Vendors must secure your booth or conduct discreet sales during Main Ritual, although you do not have to pack up at that time.
- Vendors are required to wait until the event is over before tearing down and packing up. The event runs from 11:00am EST until 5:00 pm EST.
- All vendors are responsible for the clean-up of their areas. Please leave the venue better than you found it. Failure to clean up properly can result in non-approval of future applications.
- Food will available at the event at the Jubilee Pavilion. They have sole food vending license at the park.

All participants and their employees, group members and volunteers agree to comply with the decisions made by the promoters or their agents as to the enforcement of the said list of information and rules of conduct. By signing this application or submitting it electronically, you are agreeing to this disclaimer and verifying that you have read the above guidelines and code of conduct. Upon acceptance by promoter this will become a contract.

Any questions can be directed to the Vendor Coordinator at [**dpp.vendors@gmail.com**](mailto:dpp.vendors@gmail.com)

I have read and agree to the above guidelines and code of conduct:

Name: _____

Date: _____

Signature: _____
(type name if submitting by email)

PLEASE KEEP A COPY OF THESE GUIDELINES FOR YOUR RECORDS



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VENDOR APPLICATION

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NAME _____

BUSINESS NAME _____

ADDRESS _____

CITY _____ **PROVINCE** _____

POSTAL CODE _____

DAYTIME PHONE _____

EVENING PHONE _____

EMAIL ADDRESS _____

BUSINESS WEBSITE _____

YOUR BUSINESS/MERCHANDISE DESCRIPTION

LIST MERCHANDISE/PRODUCTS/SERVICES THAT WILL BE ON DISPLAY

Please submit this form with a signed copy of the Vendor Guidelines.