



## Norman Pride Festival Vendor Rules & Regulations

1. Payments by debit or credit card are due at the time of your registration. Checks are due a week after completing registration. Your spot will be reserved after payment is received in full. Returned checks will incur a \$35 return check fee.
2. Check-in and setup time on Saturday will be 7:00-11:00 am. Norman Pride Inc. will provide vendors with a map of the festival grounds with check-in points marked. Norman Pride Inc. will send check-in procedures with your vendor location marked. If you arrive earlier than the scheduled check-in time, please park your car nearby and wait until the check-in time.
3. Teardown and load out for vendors will be at 7:00 pm. To ensure everyone's safety and enjoyment, feel free to close shop a little early and enjoy the festival. However, please do not start packing up or tearing down before 7 pm.
4. Vendors must provide their booth materials. Norman Pride Inc. will not provide tables, chairs, tents, or tent anchors.
5. Tent anchors are required for the safety of festival staff and attendees. Weights or other non-damaging anchors, such as sandbags or concrete blocks, are acceptable. No permanent fixtures or fixtures that require ground bolts will be allowed.
6. Bring your team to help with setup and teardown. Norman Pride Inc. staff will not be available to load items in or out and will be unable to assist with setup or teardown. If you anticipate needing assistance due to limited mobility or specific health issues and cannot bring your own helpers, please email us with details so that we can try to assign a volunteer to assist (Norman Pride Inc. cannot guarantee a volunteer on the day of the festival.)
7. Vendors are responsible for their clean-up. If your booth activities will result in empty packages or wrappers, broken balloons, discarded or dropped craft items, or anything else that may be considered trash, please plan on bringing some trash bags. If an excessive amount of trash is left, you will be fined \$75
8. The following items will not be allowed: bullhorns, megaphones, large flashing lights or strobes, speakers, sound amplification, or anything that will otherwise interfere with live performances.
9. Alcohol sales are prohibited unless you are a brewery or winery.
10. The sale or promotion of weapons or any type of item that portrays or conveys any form of violence, derogatory insinuations, or hate speech is prohibited. This includes clothing or printed material that might promote violence or indicate the endorsement of the use of deadly weapons or any form of violence by our organization. Violating this condition will terminate the vendor contract without a refund, and security will escort you off the festival grounds.
11. Understand that Norman Pride Festival Weekend will be held rain or shine. This is an outdoor event with possible inclement weather, please plan accordingly.
12. Norman Pride Inc. is not responsible for loss, theft, damage, or injuries during the event.
13. If you find that you will be unable to attend the festival, please let us know as soon as possible. Only cancellations made on or before two weeks before the festival date will receive a full refund of their registration fee. Norman Pride Inc. will not provide refunds for day-of cancellations or no-shows.
14. Please comply with these terms to avoid cancellation of your registration without a refund. This applies to the person completing this registration and your team present at the festival.

15. HOLD HARMLESS & RELEASE: In consideration of participation in any event on City property, I hereby release and forever discharge the town, its officers, agents, employees, and representatives, and their respective heirs, successors, and assigns, from any and all actions, demands and whatsoever in law or equity that the undersigned, its successors or assigns, ever had, now have, or may have in the future in connection with the undersigned's participation in any event on City property.
16. I acknowledge that photographs and video footage will be taken throughout Norman Pride Weekend. I acknowledge that these will be used by Norman Pride Inc. for marketing and publicity on the Norman Pride website and social media, promotional material, or in any third-party publication.