



INFORMATION & GUIDELINES

RAINBOWS FESTIVAL (RF)

Heritage Square Park is located in the Copper Square area of downtown Phoenix. This is the location of the annual Rainbows Festival .

This is a free admission street fair celebration of the Phoenix gay/lesbian community.

There are over 15,000 parking spaces within five blocks of the Rainbows Festival.

Last year, the Rainbows Festival was the largest gay/lesbian street event in Arizona. Over 25,000 people attended the festival.

FESTIVAL MARKETPLACE HOURS

The festival and street fair will be open for the public from 10am – 6pm on both Saturday & Sunday.

EXHIBITOR CATEGORIES

There are four different categories for exhibitors at the Rainbows Festival.

Non Profit/501c

For exhibitors that are a non profit organization and/or a registered 501c organization. There can be no product sales without prior approval in writing from RF.

Artisan

For exhibitors that are selling only hand crafted items. No manufactured items allowed in this category.

Commercial

For exhibitors selling a product and/or promoting a business/service in the Marketplace.

Food

For exhibitors who are selling any food and/or beverage product....either prepared at the event or pre-packaged for selling.

TENTS AND EQUIPMENT

The entire venue will be set up with tents, tables, and chairs...as ordered by each exhibitor. No structure may be set up by any exhibitor without prior approval in writing from RF. All necessary equipment will be provided and set up by RF. No exhibitor may bring in additional equipment without prior written approval of RF.

BOOTH TYPES

We are offering two different exhibitor setups.

Tented

This is a tented space with a 10x10 covered tent, one 8 foot banquet table and two chairs.

Corner Tented

This is a tented space that is open on two sides with a 10 x 10 covered tent, two tables and three chairs.

EXHIBITOR APPLICATION

Included with this packet, is an exhibitor application for the Rainbows Festival & Street Fair. An application must be completed for each space requested.

APPLICATION DEADLINE

All applications must be postmarked prior to September 1. A late fee of \$200 per space will be required for applications accepted after that date...based on availability of space.

CONFIRMATION INFORMATION

Once an application has been received and accepted for the festival, a confirmation will be emailed to the exhibitor. No application will be accepted and confirmed until the following is complete:

the application is completed and signed
all fees are paid in full
proof of insurance is provided

EXHIBITOR PERMITS

All exhibitors involved in sales of product, are required to have an Arizona resale permit issued by the State of Arizona. All food exhibitors need to have a current health permit issued by Maricopa County Health Department.

INSURANCE

Each exhibitor (including non profits) must provide a certificate of insurance from their insurance carrier. This is to cover general liability in the amount of \$1,000,000. It should specifically name Rainbows Festival, LLC and City of Phoenix, Arizona as additionally insured on the certificate.

If you do not have insurance, you should complete the enclosed insurance form from Casswood Insurance and return the application and payment with your exhibitor application. Exhibitors will not be allowed on site without a valid certificate of insurance on file.

EXHIBITOR LOCATION

A limited number of prime/corner locations are available based on the earliest receipt of a completed application and all fees paid in full. Good faith efforts will be made to place exhibitors in good locations in the Marketplace. Booth space location and assignment will be made by RF staff and is final.

EXHIBITOR CHECK-IN

Exhibitors may begin checking into the festival on Friday at 3pm. Check-in will be open until 7pm on Friday night. On Saturday, exhibitor check-in will open at 7am and close at 9am. Any exhibitor not checked in by 9am on Saturday will have to hand carry items into the Marketplace.

FOOD EXHIBITOR CHECK-IN

Food exhibitors shall check-in on Friday, beginning at noon. No food exhibitors can check in on Saturday. This ensures that all health department inspections are completed early on Saturday morning.

FOOD EXHIBITOR SETUP

All food exhibitors in the food court will have a complete tented setup and the required health department draping on the sides. There will be a separate preparation/cooking area behind each tent. All food exhibitors must include a menu and prices with their application.

EXHIBITOR ENTRY

All exhibitors must enter the park at the 7th Street & Monroe entrance.

A special exhibitor gate will be set up. Each exhibitor will receive an exhibitor vehicle pass for each space...one per space. This pass will allow that vehicle to enter the festival grounds for unloading of the product for the space. That same vehicle pass will allow reentry at the conclusion of the festival for loading up after the completion of the festival.

EXHIBITOR UNLOADING

After each exhibitor is checked into the festival, they will be directed to their assigned space for unloading of their vehicle. Most exhibitors will be able to unload at/ or very close to their assigned space. You must unload and go park your vehicle...immediately. All vehicles must be removed from the Marketplace prior to 10am on Saturday morning. You must provide your own hand trucks.

TRADEMARKS

Rainbows Festival is a registered trademark of Rainbows Festival, LLC. The words Rainbows Festival and the various logos are registered trademarks and cannot be used in any format without prior approval from Rainbows Festival, LLC.

EXHIBITOR TEAR DOWN

Once the Phoenix Police Department says the site is secure and safe, vehicle traffic will be allowed in for loading. This will probably be about 6:30pm on both Saturday & Sunday. After 6pm exhibitors can hand carry their items to their car.

BEVERAGE SALES

All sales of water is by Rainbows Festival only – no exhibitor may sell or distribute bottled water. The sale of all other beverages is restricted to the various food exhibitors and RF. No other exhibitor may sell or distribute any beverage on the festival property or at the entrances. All beverages must be sold in sealed plastic containers. Any selling of beverages in cups must have prior written approval of RF. Pepsi is an official sponsor, so only RF can sell or distribute any Pepsi product.

MERCHANDISE SALES

Exhibitors will be listing the specific items that will be sold or distributed on the application. These listed items are the only items that the exhibitors will be permitted to sell or distribute. Some festival sponsors/partners may have specific exclusive products at the festival in a category, and a competitor product may not be sold/ distributed, without prior written approval from RF.

SECURITY

There will be on-site security on Friday & Saturday night and all day during the event. RF cannot accept any responsibility for any loss of product or any kind of loss at the site or the event....due to fire, theft, crowd, nature or other cause.

ELECTRICITY

Electricity to a specific exhibitor space is available.....on a limited basis. If you need electricity service, it must be listed on the application and the additional fee of \$100 must be included.

NOISE LEVEL

Exhibitors are prohibited from having loud amplified music and/or voices from their assigned space, as a courtesy to fellow exhibitors.

SECURITY DEPOSITS

No security deposits will be charged to exhibitors. It is the responsibility of each exhibitor to clean up their own space, place all trash in the provided trash receptacles and leave all equipment in the assigned space. Failure to follow these guidelines will mean the exhibitor will not be invited to participate in future events.

SOLICITATION

All exhibitor activity must be conducted within the assigned and reserved space in the Marketplace. No roaming solicitation is permitted within the grounds of the festival or at any entrance to the festival. No printed material, sampling, hawking or other business activity is permitted outside the assigned space. No signage may be outside the assigned space, without prior written approval from RF.

CANCELLATION AND REFUNDS

To cancel your exhibitor reservation, a written request must be postmarked prior to September 1. If the request is approved by RF, this will qualify your business/ organization for a 50% refund on all fees paid for exhibitor space.

Rainbows Festival, LLC is a "rain or shine" event – no refunds will be made for acts of nature.