

North Texas Pagan Pride Day (NTXPPD)

Vendor Registration Information

NTXPPD Vendor Guidelines

Please read the following guidelines carefully. Thank you in advance for complying with them.

General: If you are vending for profit, please give a description of what you will be selling in your space. This information will assist us in placing you in the best space for your particular items. If you are a service provider or a non-profit organization interested in educating people about your group or cause, please note this on your registration form as well.

It is Pagan Pride's policy not to allow the selling of goods or services which are illegal or which promote the harming of persons or animals. City ordinances may apply to some goods or activities in public venues such as displaying blades or weapons, so please be sure to note carefully and direct all questions to your Vendor Coordinator at ntxppd.vendors@gmail.com.

NTXPPD's goal is to provide a safe & enjoyable atmosphere allowing everyone to have a great time at this event. If at any time you become involved in an uncomfortable situation with another vendor or a participant, please notify a member of PPD or TxETA onsite staff members for assistance. We are here to help.

A portion of NTXPPD proceeds will be distributed to the sponsored charities, the remaining will go towards providing more quality events to support the community.

Fees and Deadlines:

- The vendor fee for a 10 ft x10 ft space is \$45 until July 15th. After this date, the rate will increase to \$60 (also applied to payments received on-site.) *Pre-Payment is REQUIRED to secure lower rate.*
- If you require more space than this, please notify your Vendor Coordinator immediately.
- One vendor per 10 ft x10 ft space is allowed unless prior approval has been given by your Vendor Coordinator. No subletting of spaces is permitted without prior written approval.
- Presenters and performers may qualify for a reduced rate based on the services they provide. Contact Vendor Coordinator for details.
- If you are a service provider and plan to *only* use vendor space to offer information to the public (no sales), your fee will be \$30 until July 15th, after which the rate is \$45. *Pre-Payment is REQUIRED to secure lower rate.*
- All fees are to be paid in advance with registration. Reservation of spaces is secured upon receipt of payment.

The final deadline for submitting your registration packet is **August 28th**. Space is limited and will be assigned on a first come, first served basis. The event staff and participation in the Sponsorship program will determine space locations.

Sponsoring NTXPPD: If you desire a more visible role as a Pagan Pride Day vendor, please consider becoming a sponsor! Sponsorship fees are used to cover event overhead with a portion being distributed to selected NTXPPD charities. If you are interested in sponsoring, please request a sponsorship form. Sponsors may be eligible for space rental discounts based on participation level. Please see Vendor Coordinator for details.

Member Benefit Program: Earn a 10% Discount on your Space fee by signing up as a Participating Vendor in our Member Benefit Program. This means you agree to offer TxETA Tribal Members a Discount or some kind of Special Offer as a thank you for helping Sponsor Events such as NTXPPD. Your Company will be listed in the TxETA Quarterly Member Newsletter, a special section of the Program and Website as a thank you and to point you out to our Members for prime Shopping Opportunities. Please indicate if you want to participate for this event only or for all TxETA Events.

Auction Donation: Vendors are asked to donate a sample of their goods for the Raffle Auction. Suggested retail value is a minimum of \$25. The Vendor Coordinator will collect this item at check in and you will be presented with a receipt for your donation.

Set Up and Parking: Please plan on attending the Participant Meet-n-Greet for Vendors, Performers, Speakers and Staff from 10:00-11:00am for refreshments and Welcoming Orientation. Vendors may begin setting up at 11:00am on the Day of the Event. Vendors will benefit from parking in the west parking lot.

Space Availability: Spaces will be designated in 10ft x 10ft areas and are subject to location. You will be notified of your space location once your fees have been received and Sponsor locations have been designated. This year we do plan on mapping out the locations and providing this information in advance to Vendors and the Public both online and in the Program.

Tables, chairs and Booth Presentation: You are responsible for bringing your own tables, chairs, and tablecloths to the venue. None will be supplied for this event. Pagan Pride Project asks that we present a Fall-themed event. Please plan your space setup and decorations around this theme. You will be provided with a sign that indicates your Booth Number and Registered Vendor Name, please present this in an easily viewable location so that attendees and Staff can identify your booth throughout the event.

Note: It is strongly suggested that you bring a pop up, tent or some other kind of shade cover for your space, as none of the spaces stay in the shade all day.

Security: You are responsible for the security of your vending space. Neither the venue, NTXPPD staff nor TxETA are responsible for the security of cash or merchandise.

Taxes and Fees: You are responsible for collecting all fees for goods/services and applicable taxes. We are required to collect your State Tax ID for our tax records. If you do not have a TX Tax ID number, contact the Vendor Coordinator for instructions.

Event Hours of Operation: Official Operating hours are from 12:00-10:00 pm and Vendors are encouraged to remain set up as long as daylight allows. You must be set up in your space no later than 12:00 pm. Please be prepared to staff your space for the entire event. You are encouraged to have your tear down and clean up done before dark. Remember, we are a Green Event and everyone is responsible for leaving their space in the condition they received it, or better.

Food and Drink: We are working to provide food and drink options on-site this year. However, you should make sure to bring drinks and plenty of water with you.

Power and Water: There are no water hook ups available for vending. There are power hook ups available but these are very limited and will be assigned based on availability.

Website Links and Vendor Information: All registered vendors will receive a general listing in the NTXPPD program, on the NTXPPD website and may be listed in write-ups that are sent to the general public, unless you expressly request to be excluded from all advertising. Please note this in your registration materials and contact your Vendor Coordinator for confirmation. If you desire additional advertising, please speak to the Vendor Coordinator regarding additional Advertising and/or Sponsorship benefits.

North Texas Pagan Pride Day Vendor Registration Form

If you would like to register as a vendor for the North Texas Pagan Pride Day event, please fill out all information completely and submit to the Vendor Coordinator at ntxppd.vendors@gmail.com or 702 Waikiki Drive Garland, TX 75043 Attention: NTXPPD Vendor Coordinator .

Business Name		Tax ID:	
Contact Name		Phone	
Street Address		Email	
City		State	Zip
Business Phone		Website	

Description of Goods or Services: 25 words or less please, may include on separate attachment or back of this form.	
Elections: Please review the following elections carefully and indicate your choice in the box to the left.	
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Need more information	I would like to be listed as a participating vendor in the TxETA Member Benefit Program = Offer: I would like to offer the following: _____% Discount or Gift of: <input type="checkbox"/> 10% Discount on Space Fee <input type="checkbox"/> for this Event Only <input type="checkbox"/> All TxETA Events
<input type="checkbox"/> Yes <input type="checkbox"/> No	Please send me Pagan Pride Flyers to distribute in my area, in my store or at other Pagan events.
<input type="checkbox"/> Yes <input type="checkbox"/> No	I would like my Business to be excluded from all advertising or publicity.
<input type="checkbox"/> Yes <input type="checkbox"/> No	I would like information on purchasing additional advertising and/or Sponsorship (Sponsorship may result in additional Discounts, so please contact your Vendor Coordinator immediately)

Registration Date:

Elections:

Base Rate:

Space Needed
 Qty _____ 10' x 10' (standard)
 or
 Special Space Request*:
 Qty _____ ' x _____ '

Info Only Yes No
 Sponsor Yes No
 Member Benefit
 Participant Yes No

 %* _____
 %* _____

Total Due: _____

*All Discounts and Special Accommodations must be approved by Vendor Coordinator

Additional information or comments:
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For Vendor Coordinator Use Only:	Amount Due	Amount Paid
Payment Method	Cash <input type="checkbox"/> Check <input type="checkbox"/> Check # _____	
	<input type="checkbox"/> Paypal or CC Transaction # _____	

Agreement to Guidelines and Accuracy of Registration Information:

I, _____ as a representative of _____,
Printed Name of Representative *Registered Vendor or Company Name*

attest that the Registration information submitted above is true and accurate to the best of my knowledge; that I have read and fully understand the vendor guidelines included in the Vendor Registration packet; and will comply with all North Texas Pagan Pride guidelines.

Representative Signature

Date