



14th Annual Central Oregon Pride 2018
Saturday, June 23 Noon to 6:00 p.m. at Drake Park

Pride Sponsorship/Vendor/Food Vendor Packet

Central Oregon Pride 2018 will be held at beautiful Drake Park in Bend on Saturday, June 23.

Presented by Human Dignity Coalition, in cooperation with Central Oregon Community Gay Straight Alliance, Central Oregon Pride 2018 is a community event celebrating diversity within central Oregon. The event includes entertainment, community booths, food vendors, a kids and youth zone, live music, and the Stonewall Lounge. We invite you to join us and participate in this year's Pride festival.

Central Oregon Pride 2018 could not take place without the involvement and generous support of businesses and organizations like yours; money raised will support Pride events and Human Dignity Coalition's ongoing LGBTQ outreach and education programs.

This year's sponsorship levels for vendors and sponsors are included in this letter. Thank you in advance for your support. We look forward to an exciting Central Oregon Pride 2018.

Please return your completed application and sponsorship check no later than:

- **April 13, 2018 to obtain the Registration Discount**
- **Friday, May 18, 2018 without discount**

Sincerely,
Human Dignity Coalition

2018 Sponsorship Levels

Platinum Sponsorship \$1,000

- o Sponsor-supplied banner displayed on the Stage at festival & public thank you announcements
- o Your logo included in print advertisements
- o Your logo on The Human Dignity Coalition's website for a year
- o Your logo listed on 200 posters placed throughout Bend and the tri-county
- o Your logo listed in the HDC e-newsletter reaching over 850 local Oregonians
- o Your logo listed on the Central Oregon Pride webpage and Facebook page
- o Sponsor promo booth at festival provided by your business or organization

Gold Sponsorship \$750

- o Your logo on The Human Dignity Coalition's website for a year
- o Your logo listed on 200 posters placed throughout Bend and the tri-county
- o Your name listed in the HDC e-newsletter reaching over 850 local Oregonians
- o Your logo listed on the Central Oregon Pride webpage and Facebook page
- o Sponsor promo booth at festival provided by your business or organization
- o Public thank you announcement at the event

Bronze Sponsorship \$250 and Silver Sponsorship \$500

- o Your name listed on 200 posters placed throughout Bend and the tri-county
- o Your name in the HDC e-newsletter reaching over 850 local Oregonians
- o Your logo listed on the Central Oregon Pride webpage and Facebook page
- o Sponsor promo booth at festival provided by your business or organization
- o Public thank you announcement at the event

ALL SPONSORS WILL BE LISTED IN THE PRIDE PROGRAM; NAME/LOGO SIZE WILL INCREASE BASED ON SPONSORSHIP LEVEL. PFLAG, S&R, and CO GSA as cooperating sponsors will **ALSO** promote Pride as they deem appropriate, and hundreds more will have the opportunity to see who is sponsoring Pride via Facebook, e-newsletters, emails and/or advertisements.

Sponsorship/Vendor Application:

Business/Organization Name: _____

Contact Person: _____

Address: _____

Email: _____

Phone: _____ FAX: _____

Sponsorship may be In-Kind: _____ Or Cash: _____ (check one)

_____ **Platinum - \$1000**

_____ **Gold - \$750**

_____ **Silver - \$500**

_____ **Bronze - \$250**

_____ **Other - \$ _____**

Do you plan to have a Booth at Pride: _____ **Yes**

(If yes, complete additional 'Vendor Booth' or 'Food Vendor' registration below)

Would you like to donate a product/service to the Raffle: _____ **Yes**

(The Raffle helps raise funds to offset the cost of the Festival)

If yes, what? _____

Vendor Booth Registration

Early Registration Discount – paid by April 13, 2018

_____ For-Profit Business Booth - \$90

_____ Non-Profit Organization Booth - \$65

_____ Share a booth with another Vendor? \$45.... If yes, with whom? _____

_____ Additional Contribution - \$ _____

Regular Registration – paid after April 13, 2018

_____ For-Profit Business Booth - \$100

_____ Non-Profit Organization Booth - \$75

_____ Share a booth with another Vendor? \$50.... If yes, with whom? _____

_____ Additional Contribution - \$ _____

Electricity needed (\$15): ___ Yes ___ No

BoothDescription: _____

___ Yes, I have insurance (please hold your certificate of insurance)

Food Vendor Registration

_____ Food Vendor - \$175 Participation Fee

Will you use a vehicle to get your Food Cart into place? _____ Yes _____ No

___ Yes, I have insurance (please hold your certificate of insurance)

Human Dignity Coalition is a 501(c)3 charitable organization and registered with the Internal Revenue Service (93-1131138) and registered with the Oregon Department of Justice. Our official IRS legal name is: Deschutes County Human Dignity Coalition.

NOTE: To pay by credit card, please call HDC at (541) 385-3320 and leave a message. Your payment may be divided between two to four months.

Indemnification:

To the fullest extent permitted by law, you (the sponsor/vendor) shall indemnify, defend and hold harmless, Human Dignity Coalition, The City of Bend, Oregon, Bend Parks and Recreation District and all of their respective employees, directors, officers, agents, volunteers and other persons acting on their behalf from and against any and all claims, actions, suits causes of action, or demands which arise or are in any way connected with the acts or omissions of you, your employees, directors, officials, agents, volunteers or persons acting on your behalf.

I agree to abide by the sponsor/vendor rules and regulations of Central Oregon Pride 2018. I understand that I may not be invited to participate in future events if I am in violation of any rules or regulations set by event coordinators.

Name(print): _____

Signature: _____

Date: _____

Application and Sponsor Donation Deadline: April 20, 2018

Please make checks payable to: Human Dignity Coalition
PO Box 6084, Bend, OR 97708

OR to pay by credit card please call HDC at (541) 385-3320
www.humandignitycoalition.org

For more information please contact HDC at pride@humandignitycoalition.org

Final Booth Registration and Fee Deadline

Application & Fee must be received no later than Friday, May 18, 2018. Early Registration and payment helps assure a well-organized event; apply no later than April 13 and receive the Early Registration Discount. HDC is a 501(c)3 charitable organization; after pride is over you will receive a receipt for possible tax purposes.

Booth Size: 10'x10'

Booths must be secured with water jugs or sandbags. No stakes shall be placed in the ground. Hours of Operation Saturday, June 23, 2018 from Noon until 6:00p.m. Vendors are asked to stay open during festival hours, rain or shine. Average temp on June 23rd is 75 degrees.

Loading/Unloading

Festival set-up will take place in Drake Park from 9:00am to 11:30am. Booth locations will be assigned. Vendors MUST avoid driving on the grass at Drake Park. Vehicles will be available with a driver to help take your supplies to your booth area. Once unloaded please quickly move your vehicle to a regular parking area. Driving onto the lawn may result in a \$30 fee assessed by Parks & Rec – and they are present during setup and tear down.

Booth Location and Storage

Booths will be pre-assigned. If you have a special request, please let us know in advance. We will do our best to honor booth requests, but we cannot guarantee specific space locations. All items and refuse must be stored inside your booth or in designated areas in accordance with the fire code.

Insurance

Please have your insurance company send you a certificate of insurance and list as additionally Insured (**you may retain this document unless requested to provide them**)

1. Human Dignity Coalition PO Box 6084 Bend, OR 97708
2. The City of Bend 555 NE 15th Street, Bend, OR 97701
3. Bend Park and Recreation District 799 SW Columbia Street, Bend, OR 97702

Power

We will do everything we can to help get power to your booth if required. Power is available for \$15 per outlet, which covers the cost of extra power boxes. Please list all appliances and amps at the end of this application. You must request power via this registration form; please do not ask for power at the last minute. Please understand your location will be different than most of the other regular Vendors because of the location of the power.

Please request power via this registration form.

What to Bring

Please bring your own tables, chairs, 10 x 10 canopy. (Be prepared for all weather conditions, especially wind – we have had a vendor canopy blow over and destroyed; you must weight your canopy down). Gallon milk jugs filled with water attached by budgie cords work well.

Food Booth and Deposit Deadline

Application and deposit must be received no later than Friday, April 6, 2018. Hours of Operation Saturday, June 23 from Noon until 6:00p.m. Vendors are asked to stay open during festival

hours, rain or shine. Average temp on June 23rd is 75 degrees. Loading/Unloading Festival set-up will take place in Drake Park from 9:00am to 11:30am. Food vendor locations will be assigned.

Booth Location and Storage

Booths will be pre-assigned and will be located together for the convenience of our attendees. If you have a special request, please let us know in advance. We will do our best to honor booth requests, but we cannot guarantee specific space locations. All items and refuse must be stored inside your booth or in designated areas in accordance with the fire code.

Cooking

Food vendors who will be cooking food on site are required to have a Fire Department Annual Permit and a Food Handler's permit available from Deschutes\ County. If you intend to use open flame, bring a fire extinguisher. For any questions regarding fire regulations, please call the fire department at 541-322-6383.

Interactive Learning

We encourage all vendors to think of creative ways to engage Central Oregon Pride participants. Interactive displays, demonstrations, and other engaging activities are invited. Be creative! Have fun!

ADA

In an effort to make all of our events accessible for everyone, we ask that you pay attention to the following accessibility guidelines from the City of Bend:

- 1) Sales or service counters should be no more than 36 inches from the finished floor or the ground, and the width must be at least 36 inches wide.
- 2) All paths of travel must be free from cords and other obstructions. Cords may be covered with rugs, but rugs must be taped down on all sides.
- 3) Menus should be hung 36-39 inches from the ground
- 4) For more information please contact Karin Morris at the City of Bend 541-693-2141

Clean up

ALL VENDORS are asked to “police” their own area. It is critical that we leave the park area we use in super clean condition and not damaged. Park employees will tour the grounds after we have left and they always report back to HDC in our Post Event Review.

Food vendors must take every precaution to insure grease does not spill onto the grass. It washes into the drains and is a city health code violation. We require food vendors to place rubber mats down to catch grease. Grease cleaning can be expensive, so we appreciate your help regarding this matter. In addition, food vendors are responsible for the disposal of waste and gray water off site. Ice should be dumped in “tree wells” and not on the grass.

Environmentally Friendly Please treat our environment with care; the supplies you use that you give to a customer should be biodegradable. For information on such supplies you are encourage to consult this web page from the Environmental Center in Bend:

<http://envirocenter.org/what-we-do/programs/zero-waste/>