

# Baton Rouge Pride, Inc | Resource Fair Terms and Conditions 2024

## Preface

This document outlines the rules and regulations set for the Baton Rouge Pride, hereafter referred to as ORGANIZER, and you, the business (Sponsor, Resource Fair Vendor, or Advertiser), hereafter referred to as COMPANY, taking part in Baton Rouge Pride Fest, hereafter referred to as EVENT. By taking part in the EVENT, all parties agree to abide by the rules and regulations set forth.

## Event Details

The EVENT will take place on Saturday, June 29, 2024, from 12:00 pm (noon) until 7:00 pm at the Raising Canes River Center, hereafter referred to as VENUE, located at 275 S River Rd, Baton Rouge, LA 70802.

### I. Setup Time

- A. The ORGANIZER will have everything ready for the sponsor to set up by 9:30 a.m
- B. The COMPANY must arrive by 11:00 am and have everything in place by 11:30 a.m. so all spaces are ready to greet patrons when the event officially begins at 12:00 p.m.
- C. Should COMPANY arrive after 11:00 am, they hereby forfeit their space within the Resource Fair and any funds paid to the ORGANIZATION for the EVENT unless prior arrangements are made with the ORGANIZATIONS.
- D. The COMPANY may arrange a slightly earlier setup time if needed; this will be free if the Sponsor is a non-media sponsor of the EVENT at the Green Level or higher. Sponsors may purchase early access for a fee as outlined in the section "X Rates".
- E. The COMPANY is required to stay till 5:30 p.m. on the day of the EVENT. Should a COMPANY leave the EVENT before 5:30 p.m., the COMPANY hereby authorizes the ORGANIZER to charge the COMPANY a fee of \$50 per hour left before 5:30 p.m. A minimum fee of \$50 may be charged.
- F. Payment will be due to the ORGANIZER via credit card, ACH, cashier's check, or money order only and will be due by July 10, 2024. Any payments made after July 11, 2024, will be subject to a late fee of 15% of the total invoice compounded every 30 days.

### II. Table and Booth Setup

- A. Sizes
  1. Tables(Nonprofit Only): Measure 30 inches by 96 inches (2.5 feet by 8 feet and will come with two (2) chairs with a simple plastic tablecloth. You may only use the space on the table and under the table.
  2. Booths: Measure 10 feet by 10 feet and come with up to two (2) tables that measure 72 inches by 30 inches (2.5 feet by 8 feet), and two (2) chairs with simple plastic tablecloths on each table. You may use this space however you like.
  3. Double Booths: Measure 10 feet deep by 20 feet wide and come with up to four (4) tables that measure 72 inches by 30 inches (2.5 feet by 6 feet), and four (4) chairs with simple plastic tablecloths on each table. You may use this space however you like.
- B. Electrical
  1. May be purchased up to two weeks ahead of the EVENT.
  2. Electrical may not be added on or after June 15, 2024.

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### C. Attaching items:

COMPANY may hang banners from the front of the table or booth table. However, COMPANY is not allowed to mount anything to walls or partitions in the venue or to use any materials that will damage surfaces or leave permanent marks. This includes stapling to the linen provided via pipe and drape and table linen skirts.

### D. The COMPANY will be financially responsible for any damages to VENUE's property.

## III. Assets

Assets such as RVs or trailers may only be used if the COMPANY is a sponsor of the EVENT at the Green Level or higher. (See Sponsorship rates on batonrougepride.org).

### A. Defined: An asset is a movable vehicle such as a trailer or RV.

### B. The COMPANY must have the asset available for entry into the VENUE by 11:30 a.m. on Friday, June 28, 2024 (the day before the EVENT). And have the asset out of the VENUE by 12:00 p.m. on Sunday, June 25, 2024.

### C. The COMPANY holds the ORGANIZER and the VENUE harmless from any damages to any assets.

### D. RVs, Vans, or any Assets that have a motor with fuel of any kind must meet the following requirements:

#### 1. Fit in the booth size requested

#### 2. Have less than a ¼ tank of fuel which will be checked prior to entering the venue.

#### 3. Have the battery/batteries disconnected after parking in the venue.

#### 4. Have painter's tape placed over the fuel tanks after parking and battery/batteries disconnected. This will be provided by the ORGANIZER or the VENUE.

## IV. Limits on the Sales of items

### A. COMPANY is prohibited from selling any pride flag of any kind or any size. These items are restricted to only be sold by ORGANIZER. COMPANY may sell any other pride-related items that are not food or beverage.

## V. Security

### A. The VENUE has an extremely strict security policy which the ORGANIZER must follow.

#### 1. Before 11:00 am, Every item that enters the VENUE must be inspected; every box, bag, suitcase, or other container the Sponsor may bring in must be checked. Plan accordingly if you will be bringing in a large number of items.

#### 2. After 11:00 a.m., we must follow the VENUE rules for the public: clear purses, no bags, no strollers. Full guidelines are available on the VENUE'S website.

## VI. Unloading

### A. COMPANY can pull into the unloading area near the box office.

#### 1. COMPANY will not be allowed to park in that area for no more than 15 minutes; after 15 minutes, vehicles may be towed at the owner's expense.

### B. Loading Dock Usage: (Reserved for Sponsors Only and not Guaranteed)

#### 1. You may contact the ORGANIZER directly to arrange the use of the load dock. This must be done at least 3 weeks in advance (on or before June 8, 2024).

#### 2. There will be no permanent parking in the loading dock, and COMPANY may only use the space for 30 minutes to unload and load before relocating your vehicle to regular parking.

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3. The following must be provided to use the loading dock to be registered with the VENUE for the EVENT:
  - a) Vehicle Make
  - b) Vehicle Model
  - c) Vehicle Color
  - d) Vehicle License Plate Number
  - e) Name of the Designated Driver(s)
- C. Parking will be available on nearby streets or in the River Center parking garages. Please note that the City-Parish government – not ORGANIZER – may charge event parking rates for the River Center garages.

### VII. Food and Beverage

- A. COMPANY is not allowed to sell food or beverage products.

### VIII. NO Glitter and Confetti

- A. Glitter and Confetti are not allowed in the VENUE and, thus, at the EVENT.
- B. Should the COMPANY be found to have these items, they will be asked to dispose of them.
- C. Should the VENUE charge an additional cleanup fee for Glitter and Confetti found at the COMPANIES table and/or booth, the COMPANY takes full fiscal responsibility and will be required to pay this to the ORGANIZER via cashier’s check or money order by July 10, 2024, any payments made after July 11, 2023, will be subject to a 15% late charge compounded every 30 days—minimum fee of \$5,000.

### IX. Placement

- A. ORGANIZER cannot guarantee the COMPANY any location outside of those set forth in Sponsorship Agreements.
- B. Placement will be available to the COMPANY no later than five (5) business days before the event begins.

### X. Rates

	Business	Non-Profit	Early Bird Pricing	Late Registration Business	Late Registration NonProfit
	April 1 - May 31, 2024		Jan 1, 20243 - Mar 31, 2024	On or After June 1, 2024	On or After June 1, 2024
Table (Available for 501(c)(3) only)	n/a	\$100.00	\$80.00	n/a	\$120.00
Single Booth	\$350.00	\$175.00	\$280.00	\$420.00	\$ 245.00
Double Booth	\$700.00	\$350.00	\$560.00	\$840.00	\$ 490.00
Electrical Connection					
<i>110 Volt , 0-500 Watt Outlet</i>	\$100.00	\$100.00	\$100.00	\$150.00	\$150.00
<i>220 Volt 50 Amp</i>	\$250.00	\$250.00	\$250.00	\$300.00	\$300.00
Early Access (Friday Setup)	\$50.00	\$50.00	\$40.00	n/a	n/a

501(3)(C) nonprofit organizations are eligible for a 50% discount on Single and Double Booths when registering and paying on or before May 30, 2024. The discount changes to 30% on or after June 1, 2024

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### XI. **Payment**

ORGANIZER can accept the following as a Form of Payment from COMPANY:

- A. Business Checks made payable to “Baton Rouge Pride, Inc”
  - 1. NSF: Any returned business checks will be subject to a \$50 fee in addition to the total purchase price of their agreed-upon sale price.
  - 2. Fee must be paid via Credit Card or ACH within ten business days of email notification from ORGANIZER. Any COMPANY that has a check returned will no longer be allowed to pay ORGANIZER with a business check in the future.
- B. Cashier’s checks
- C. ACH
- D. Wire: Wires require an additional charge of \$20 on top of any other agreed-upon amounts.
- E. Credit cards (Visa/MasterCard/Discover/Amex) via an electronic invoice

*ORGANIZER will never ask for the COMPANY’s payment details via phone, text/SMS, or email. All payment details must be provided via our 3rd party vendors to ensure payment and identity security.*

### XII. **Adjustments to This Document**

The ORGANIZER may adjust this document at any time to meet any additional changes set forth by the VENUE. The organizer must give COMPANY a ten-business-day notice of any changes via email to the email address provided on any applications.

- A. Exceptions:
  - 1. The ORGANIZER may not make any changes to pricing that is set forth in section X of this document.
  - 2. The ORGANIZER may increase the NSF fee at any time.
  - 3. The ORGANIZER may change acceptable forms of payment at any time.

### XIII. **Indemnification**

The COMPANY warrants and represents COMPAN and is the owner of and/or is authorized to use any or all logos, illustrations, trademarks, trade names, cuts, or any artwork supplied to ORGANIZER for use in the COMPANY’S sponsorship. COMPANY hereby agrees to indemnify, defend and hold harmless ORGANIZER and its officers, directors, employees, attorneys, agents, servants, volunteers and assigns, and each of them, from any and all actions, causes of action, claims, damages, losses, liabilities, obligations, judgments, liens, indebtedness, costs, attorney fees, injuries or others, claims which form the basis of pending litigations, and demands of whatever kind or character which may result and/or arising from the sponsorship of the EVENT. If the COMPANY sells or discontinues business before or after the EVENT, payment amounts due under this agreement shall not be waived. COMPANY agrees to hold ORGANIZER and VENUE harmless of any damages to COMPANY’S property or any injuries to COMPANY’S staff or volunteers while at the EVENT. The signer of this agreement warrants that he/she/they are the owner, officer, or duly authorized agent of the COMPANY with full authority to bind COMPANY hereunder. By executing this Agreement, COMPANY warrants and represents that he/she/they have read all of the foregoing in its entirety.