



WESTCHESTER PRIDE

Westchester Pride 2023 Vendor Registration Application

Deadline for submission: Monday, May 15, 2023

Sunday, June 4, 2023 | 11:30am-5pm

Downtown White Plains | Court Street - Renaissance Plaza

Rain location: Under the Galleria between Main Street & Martine Avenue

Westchester Pride is presented by The LOFT LGBTQ+ Community Center. Westchester Pride is Westchester County's largest annual Pride Festival, and welcomes a variety of vendors to participate in celebrating our LGBTQ+ community. **Please mail completed form to The LOFT, 252 Bryant Avenue, White Plains, NY 10605**

SPACE IS LIMITED. Payment in full must be received to secure your vendor space. Please Note: All applications are subject to final review and approval by The LOFT. By applying for space, vendors agree to staff and operate their space in a professional and courteous manner at all times.

Applicant Information (Please print)

Name of Business or Organization: _____

Address: _____

City: _____ State: _____ Zip: _____

Contact Name: _____ Contact Phone: _____

Contact Email: _____ Business Phone: _____

Which Best Describes Your Business (Check only one):

☐ I'm selling food ☐ I'm selling merchandise ☐ I'm providing information about my business

☐ I'm providing services for free ☐ I'm providing services for payment

☐ Other: _____



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Payment (Payment must accompany this registration form)

Vendor Details: Vendor Booths are 10x10 and cost \$100/Non Profit or \$200/For Profit

Please check one: My business is a ___ Non-Profit Business (\$100 Each) or a ___ For-Profit Business (\$200 Each)

TOTAL DUE: \$_____

Payment Options:

Check: Please make check payable to: The LOFT and mail Westchester Pride, 252 Bryant Ave, White Plains NY 10605

Please enclose your signed Westchester Pride 2022 Vendor Registration Form with your check.

Credit Card (Please fill-in all information, or pay online: www.loftgaycenter.org/become_a_pride_2023_vendor)

Credit Card Type: Visa _____ MasterCard _____ Discover _____ AMEX _____

Card #: _____ V Code: _____

Exp. Date: _____ Name on Card: _____

Signature: _____

Address (if different from above):

Vendor Agreement and Authorized Signature:

The undersigned hereby acknowledges the above request for Vendor Space at Westchester Pride, and acknowledges and agrees to Westchester Pride 2023 Vendor Registration Rules and Regulations included herewith. By signing below, Applicant acknowledges that all applicable Rules and Regulations have been read and initialed by the responsible party. Incomplete or deficient applications will not be processed.

Authorized Signature: _____ Date: _____

Please Print Name: _____ Title: _____



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Westchester Pride 2023 Vendor Rules & Regulations

1. Unless otherwise communicated. Westchester Pride will open for business at 12:00pm on Sunday, June 4, 2023. All vendors must check in with The LOFT LGBTQ+ Community Center prior to set up.
 - i. Vendors may begin set up as early as 8:30am and must unload and complete set up by 11am. All vehicles must be removed from the Pride area by 10:30am or be towed at owner's expense. Any vehicles used for exhibition purposes must have prior approval from The LOFT and fit within the space allotted. During the operating hours of Westchester Pride, vendors may not remove property or goods, or move vehicles. Vendors must operate for the full duration of the event. The LOFT LGBTQ+ Community Center reserves the right to modify or change logistical plans.
2. All business or other activity for which space is requested must be conducted within the vendor designed area. Vendors may not assign, trade, sell, share or otherwise transfer the advertising and exhibiting rights provided for in this agreement without prior written consent of The LOFT LGBTQ+ Community Center.
3. Westchester Pride will take place rain or shine; however, in the case of excessively inclement weather The LOFT LGBTQ+ Community Center reserves the right to close the event. All Vendors will be notified if the event is moved to our rain location.
4. Space and rental fees must be paid with application and will only be processed if the vendor is accepted. Fees are non-refundable. Refunds are not issued if the vendor cancels their space.
5. All trash, food waste and debris must be disposed of in proper containers. Vendors agree to pay for any costs incurred to clean up any of their waste not properly disposed.
6. Vendors are required to secure appropriate insurance to cover their operations in such amounts, as they deem necessary. Vendors must identify that The LOFT LGBTQ+ Community Center and the City of White Plains shall not be liable for any loss or damage of their property. Vendors are responsible for having on file proof of insurance for their business.
7. Vendors agree that the services or activities conducted in their space shall be supportive and appropriate to the purpose of Westchester Pride as follows:
 - i. To Educate all citizens about the issues and concerns of lesbian, gay, bisexual, and transgender citizens;
 - ii. Promote and provide cultural activities within the lesbian, gay, bisexual, and transgender community;
 - iii. Advocate for and encourage the participation of lesbian, gay, bisexual, and transgender people in the educational, cultural and civic life of Westchester County and/or the entire lower Hudson Valley of New York State;
 - iv. Increase the visibility of the lesbian, gay, bisexual, and transgender communities in Westchester County and the entire lower Hudson Valley of New York State; and
 - v. Enhance the quality of the life of lesbian, gay, bisexual, and transgender people in the Westchester County and the entire lower Hudson Valley of New York State.



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Thank you for applying! We'll be in touch once we receive your paperwork. For any questions, please contact Jeffrey Guard at 914-948-2932 x16 or email at jeffrey@loftgaycenter.org

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Westchester Pride 2023 Vendor Rules & Regulations- Continued

8. Vendors agree not to place any equipment or goods in their space that are objectionable, dangerous, or not in the connection with the purpose of The LOFT, which reserves the right to require the removal of any non-compliant goods, activities or signs. The LOFT also reserves the right, in the sole and absolute discretion, to refuse space of any individual or group, or to limit participation in Westchester Pride.
9. All vendors are REQUIRED to bring a tent, which must be weighed down on all four corners.
10. The LOFT reserves the right to determine and assign the Vendor's location with the aim of providing a successful experience for all participations. Vendor locations are not negotiable.
11. Vendors agree to identify and hold harmless The LOFT LGBTQ+ Community Center, its staff, directors, officers, and volunteers, and any person or organization acting for or on behalf of The LOFT LGBTQ+ Community Center (collectively "the parties") and the City of White Plains, against any and all claims, demands, suits, and actions (including attorney's fee and court costs) imposed on, incurred by, asserted against the parties, caused by any act or omission of anyone, or occurring within the vendors space, or arising in connection with the activities conducted by the vendor during Westchester Pride.
12. Vendors agree to reimburse The LOFT LGBTQ+ Community Center for the cost of any fines or liabilities incurred by The LOFT LGBTQ+ Community Center due to the vendor failure to comply with any and all government regulations and/or cleanup costs incurred by vendors failure to properly cleanup designated space.
13. Vendors shall pay all sales or other taxes, fees and assessments required by any applicable federal, state or local law in connection with Vendor's participation in LOFT Pride. Vendors shall indemnify, defend and hold The LOFT LGBTQ+ Community Center harmless for any taxes (including fees and penalties, if any) required to be paid in connection with the vendor's activities. Vendors shall provide The LOFT LGBTQ+ Community Center with a current business tax ID number.
14. Vendors agree that no representations of any kind have been made to vendors by The LOFT LGBTQ+ Community Center or by the parties and that no understanding or agreement has been entered into other than as set forth herein.

Authorized Signature: _____

Print Name and Title _____

Name of Organization _____ Date: _____



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Make PRIDE a Success Experience For Your Business!

Many of our vendors have shared with us tips that can go a long way to making your Pride experience a successful one! Below are a few of the most important ones we recommend!

1. Your allotted space is 10' x10'. When you arrive, you will be shown where it is. You are responsible for furnishing the space and its merchandising. This means, you will need to bring chairs, tables, your company decor and signage, etc... We also recommend a cooler for drinks/water. Port-a-potties will be available for use. Please know that Westchester Pride will not be able to loan you materials for your vendor station.
2. **Bring a tent covering!** Those vendors with tent coverings on average have people stay longer, especially on a bright sunny day or a drizzly one! Heat exhaustion is real, protect yourself and your employees, BRING A TENT that covers your 10 x 10 space.
3. We always recommend giveaways, games and prizes! You don't have to break the bank either, practical ones like branded bottled water, sunglasses, lip balm or SPF can be hits for Pride in June. Smaller things that people can use and easily carry like pencils, pens or branded bags are also hits. Fun things like high quality, creative stickers can also be a great winner for your organization.
4. If you are a food vendor, think about serving food items that is easy to carry and easy to eat/drink.
5. Bring out the CHARM! Nothing draws a crowd like a fun, colorful and creatively decorated vendor spot. Bring out your winning personality, be prepared to chat, laugh and have great time and people will love you for it!