



Presents

The 41st Annual Capital Pride Festival Pennsylvania Avenue Washington, DC

Sunday, June 12, 2016

Set-up (with vehicle onsite): 9:00am - 10:30am

Set-up (no vehicles onsite): 10:30am - 12:00pm

Festival Vending: 12:00pm - 7:00pm

Capitol Stage: 12:00pm - 9:00pm

Teardown (no vehicles onsite): 7:00pm

Teardown (vehicles onsite): 9:00pm

Guidelines for Festival Exhibitors

Volunteer Marshalls are onsite for your safety and to expedite your set-up and teardown. Please treat these people with respect and know they are doing their best to serve everyone and comply with law enforcement.

About Capital Pride

Capital Pride Celebration Weekend, *Pride in the Nation's Capital*, is an annual event celebrating the spirit and strength in the Lesbian, Gay, Bisexual and Transgender (LGBT) communities in Washington, DC. The celebration is produced by the Capital Pride Alliance, a non-profit entity incorporated in the District of Columbia with the sole purpose of supporting, planning, implementing and assessing the annual Capital Pride events and related activities throughout the year.

Pride in the Nation's Capital brings together national and local LGBT organizations with more than 50 diverse educational and entertainment events. The highlights include a street festival and parade that are open to the public.

Capital Pride, located in Washington, DC, is the non-profit organization dedicated to serving the needs of the LGBT community and its partners through educational events, entertainment, community outreach, and celebrations of diversity, including the annual Capital Pride Parade and the Pennsylvania Avenue Festival. Capital Pride is managed by a small staff and supported by a large cadre of volunteers.

Mission Statement

The Capital Pride Alliance, through its diverse programming and stewardship of LGBT organizations and events — specifically year-round Pride festivities in Washington, DC — will serve to celebrate, motivate, and support our diverse communities in order to grow and protect our legacy for future generations.

Plan with Ease

The FREE Capital Pride App is the perfect way to plan in advance or real-time. Visit www.capitalpride.org/app to download the app. (App may not be available until May 15th).

Bike, walk, or Metro is best! DC has many options for traveling throughout the city. Visit goDCgo.com for an interactive map. Take [Metro](#) to events or use [Capital Bikeshare's](#) 300+ stations.

Park for Pride!

Driving to Capital Pride? Book discounted parking with SpotHero. When you do, SpotHero will give you 5% off your parking reservation and donate \$5 to the Capital Pride Alliance.

Redeem promo code PARK4PRIDE upon checkout to start raising money.

Download the SpotHero app, or visit SpotHero's Website to access your [Capital Pride Parade Parking Pass](#).

Festival Registrant Information

The Capital Pride Street Festival, DC's largest annual one-day event, is celebrating its 40th year along iconic Pennsylvania Avenue in front of the US Capitol. Participants are encouraged to embrace the 2015 theme, *Flashback*. We're excited to see how our community and supporters will incorporate this theme into their booths, signage and decor.

- Throughout the day more than 150,000 people enjoy the free festival, including the three stages, family area, local GLBT organizations & supporters, national headline entertainment, three beverage gardens and 20 food vendors.

- Approximately 300 exhibit spaces line Pennsylvania & Constitution Avenues between 3rd and 7th Streets. The festival has a 75% return rate from past exhibitors and food vendors and has sold out since 2006.

- Parking is extremely limited at the festival. We encourage participants to take metro using the following stations: Federal Triangle (Orange/Blue Lines), Metro Center (Red/Orange/Blue Lines), Gallery Place (Red/Yellow/Green Lines) or Archives/Navy Memorial (Yellow/Green Lines). If you must drive, book discounted parking with SpotHero. When you do, SpotHero will give you 5% off your parking reservation and donate \$5 to the Capital Pride Alliance.

Redeem promo code PARK4PRIDE upon checkout to start raising money. Download the SpotHero app, or visit SpotHero's Website to access your [Capital Pride Parade Parking Pass](#).

- The weather is usually hot. We ask participants to not bring pets, as the hot pavement is painful to the pet's feet. At a minimum, exhibitors should bring plenty of sunscreen and water for those staffing the booth.

- The festival is a rain or shine event. As a nonprofit organization incurring substantial upfront costs, registration fee refunds are not possible in advance or onsite.

- Each exhibit space is tented and measures 10'x10'x8' and comes with one table and two chairs (electrical power is an additional charge). Space is extremely tight and there are neighbors on both sides of exhibits, so vendors must remain within the 10'x10' booth footprint. If additional space is required, either rent an additional booth or upgrade to premium placement (\$500), which provides an additional 10'x10' (not tented) space adjacent to the tented space.

- **Additional equipment or space:** If additional chairs and/or tables, power (20 amp single phase), a premium upgrade or another booth are required, please visit the following link:

<https://capitalpride.wufoo.com/forms/2015-capital-pride-registrant-addon/>.

- Capital Pride provides the location for each exhibitor. The festival production team will do its best to honor preference requests; however, preferred space cannot be guaranteed. Management reserves the right to make changes to festival exhibits through onsite set-up.

- All exhibitors must follow the laws and regulations of the Government of the District of Columbia. On the

day of the festival, all participants must follow guidance and instructions given by Festival staff, volunteer marshals and official personnel.

- Under DC law it is illegal to sell or display counterfeit or pirated merchandise. Any exhibitor caught displaying counterfeit or pirated merchandise will be asked to remove the items from their booth. If the vendor continues to sell these items, Capital Pride has the right to revoke the contract and remove the vendor from the festival. All items displayed or sold must be family-friendly. Adult products are permitted; however, we ask they are tastefully, and perhaps discreetly, displayed. **Only food vendors may sell food, snack food, or drinks.**

- All exhibitors who are selling at the festival must file and pay sales tax to the Washington DC government. Capital Pride will submit vendor information to the DC government and vendors are responsible for remitting sales tax to the DC Government. [2016 DC Special Event sales tax forms](#).

- All exhibitors are required to provide a clean and attractive appearance to their booth space and are highly encouraged to decorate their space using the "Make Magic Happen" theme. This should include attractive signs, posters, decorations and tablecloths.

- Each booth must be staffed by a representative of the exhibitor organization between 12pm and 7pm. Capital Pride is not responsible for an exhibitor's set up or takedown of merchandise, displays, equipment, or supplies. Be sure to bring tables and chairs to the designated drop zone in the center of Penn Ave (see diagram provided at the festival).

SET-UP

Exhibitors may begin set-up as early as 9am on June 12th. Do not arrive before 9am, as the Metropolitan Police Department (MPD) will not permit vehicle access onto the site due to the continued work of the festival contractors. (There was a large traffic back up on 7th Street last year and MPD made vendors drive around the block until the site was ready at 9am.)

All exhibits should be ready by 12pm.

In order to drive onto the festival site, exhibitors **MUST ENTER CONSTITUTION AVENUE FROM 7TH STREET AND PROCEED EAST** (toward the Capitol). You will be greeted by a vendor check-in marshal at Sixth Street that will tell you to proceed east or west on Penn Ave. Exhibit booths west of 6th Street will travel west and exit at 7th Street. Exhibit booths east of 6th Street will travel east and exit Constitution Ave to 3rd Street.

All vehicles must be removed from the festival grounds by 10:30am. **THIS IS A MAJOR SAFETY CONCERN AND MPD WILL TICKET AND TOW VEHICLES STILL ON THE SITE.**

Another vendor marshal will approach you at your booth to ensure each exhibit has all the equipment that was ordered. (Each 10'x10' tent comes with one table and two chairs; additional items could be extra tables and chairs and/or power). If any equipment is not in the booth, notify a vendor marshal. **DO NOT REMOVE EQUIPMENT FROM OTHER BOOTHS.**

BREAK-DOWN

- Festival exhibiting ends at 7pm. [Note: The Capitol Stage at 3rd Street will continue until 9pm.] Exhibitors may begin breakdown at 7pm; however, vehicles may not be allowed on Pennsylvania Avenue until as late as 9pm. The decision to allow vehicles is at MPD's discretion; Capital Pride management cannot influence the decision, which is a safety and security issue.

- Beginning at 7pm, exhibitor vehicles will be able to enter Constitution Avenue from 7th Street; but may not proceed beyond 6th Street, due to the ongoing entertainment on the Capitol Stage. **Exhibitors are encouraged to bring carts or hand-trucks to move their materials from their booth to the pick-up zone** at Constitution and 6th. Please note this is a quick drop zone and MPD may ticket or tow vehicles without drivers.

- Once MPD gives the all clear, exhibitors may enter the site on Constitution Avenue at 7th Street to clear materials directly from their booth. Remember, all vehicles enter at 7th and Constitution Avenue and proceed west on Penn if their booth is west of 6th Street; and east on Penn if east of 6th Street. Vehicles may exit Penn Ave via 7th Street or Constitution Avenue at 3rd Street. Do not cause roadblocks by traveling in the wrong direction.

ORIENTATION

There is a mandatory exhibitor orientation on May 18th at 6:30pm at The Loews Madison Hotel (1177 15th Street, Washington, DC 20005). Questions about these guidelines can be answered at that time. [Note: Parade orientation begins at 7:30pm following festival orientation.]

RECYCLING

Capital Pride will provide recycling bins throughout the festival site. Many recycling bins will be designated for commingled glass, plastic and aluminum containers. Other bins will be clearly marked as "paper only," including for collection of leftover Pride Guides that vendors may have at the end of the event. Cardboard is also recyclable and can be placed in bins adjacent to the chair and table locations or given to a recycling volunteer during set-up or break-down.

NEW FOR 2015: All vendors are required to use earth-friendly packaging and bags (no plastic bags may be used). Failure to comply will result in a fine at the festival and / or removal from the festival.

GET GREEN CERTIFIED

What's the benefit? Use less, waste less, pay less! Tell Capital Pride how you are taking efforts to be more environmentally friendly during the festival and receive a *Certified Green Vendor* poster to display at your booth. Take credit for "green" deeds and draw environmentally conscious festival patrons to your booth! Some steps may save you money, too.

What do I have to do? Indicate ways that you "green" your booth (e.g., use recycled paper for all printing needs, use an e-mail list instead of handing out pamphlets, recycle during the Festival, or use biodegradable utensils). For more ideas about how to green your booth, visit capitalpride.org/sustainability.

THANK YOU FOR PARTICIPATING!

If you need additional information, please contact Capital Pride at festival@capitalpride.org.