



Presents

Pride in the Nation's Capital
Pride Festival Celebration
Pennsylvania Avenue
Washington, DC

Sunday, June 11, 2017

Set-up (with vehicle onsite): 8:30am – 10:30am

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

Festival Vending: 12:00pm – 7:00pm

Capitol Stage: 12:00pm – 10:00pm

Teardown (no vehicles onsite): 7:00pm

Teardown (vehicles onsite): 9:00pm

Guidelines for Food Vendors

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.

Festival Information

The Capital Pride Street Festival, DC's largest annual one-day event, is celebrating its 42nd year along iconic Pennsylvania Avenue and in front of the US Capitol.

- Throughout the day more than 150,000 people enjoy the annual free festival and the three stages, family area, local LGBTQA organizations & supporters, national headline entertainment, three beverage gardens and approximately 15 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 each year since 2006.

- Parking is extremely limited at the festival. Exhibitors that need parking are encouraged to use Spot Hero to prepay and reserve a parking space or arrive early to find a metered spot in the area. Vendors CANNOT park on the festival site, including supply trucks, vehicles or anything that is outside of your 20'x10' footprint.

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

THE FOLLOWING PAGES DETAIL IMPORTANT INFORMATION REGARDING PREPERATIONS FOR THE FESTIVAL YOU SHOULD BEGIN TODAY. **READ CAREFULLY AND EMAIL FESTIVAL@CAPITALPRIDE.ORG WITH ANY QUESTIONS.**

Table of Contents

I. Notifications

- a. Ice Sales
- b. Propane Permit
- c. Certificate of Insurance
- d. DC 2017 Sales Tax Form
- e. Green Certification
- f. DOH Orientation
- g. Optional Event Orientation

II. Logistics

- a. Food vendor footprint
- b. Recyclables and trash
- c. Fire Lanes and Hydrants
- d. Generators
- e. Breakdown - Fire Out: 7:00pm
- f. Vehicles onsite: 9:00pm
- g. Set-up: 8:30am

NOTIFICATIONS – ACTION REQUIRED

ICE SALES: <https://capitalpride.wufoo.com/forms/z16grfz01yvrvsv/>

Capital Pride will be the official ice vendor at the festival. As the official ice vendor, no other ice vendors may come onto the festival site. If you plan to bring your own ice, that is authorized. To order pre-sale ice at \$8.00 per 20lb bag, visit the link above.; onsite ice, if available is \$20lb.

<https://capitalpride.wufoo.com/forms/z15piaku04sy9q2/>.

PROPANE PERMIT: <https://dcwebforms.dc.gov/fems/permit1/>

All vendors using propane must apply with DC Fire and EMS for a propane permit. Visit the site above to apply and pay for the permit. The fire marshal will not sell propane permits onsite and you will not be able to use propane without the permit. Vendors are allowed up to 200 lbs. per vending site; no individual tank is permitted to be larger than 60 lbs. The fire marshal will deliver the permits to your booth the morning of the festival.

CERTIFICATE OF INSURANCE: email to festival@capitalpride.org

If you have not already sent your COI (with Capital Pride listed as additional insured), you will need to do so by May 31th. Email is preferred, but you can mail to: Capital Pride, 2000 14th Street, NW, Suite 105, Washington, DC 20009; fax to 202-719-5304 or email festival@capitalpride.org. Failure to submit your certificate of insurance is grounds for denial of festival participation with full loss of registration fees.

SALES TAX: [2017 DC Special Event sales tax forms](#)

All vendors who are selling at the festival must file and pay sales tax to the Washington DC Government. Capital Pride will submit your information to the DC Government and your organization is responsible for submitting your sales tax to the DC Government.

DOH ORIENTATION: <http://doh.dc.gov/service/food-safety-hygiene-inspection-services-division>

Food vendor orientations are no longer mandatory and all information relating to special events and DOH compliance should be reviewed at <http://doh.dc.gov/service/food-safety-hygiene-inspection-services-division>. Health inspectors will be onsite and must inspect your area prior to your service.

GREEN CERTIFICATION

All vendors must use compostable or recyclable packaging, no Styrofoam allowed – must use earth-friendly packaging, napkins, and biodegradable utensils. Failure to comply will result in a fine at the festival and / or removal from the festival. Tell Capital Pride how you are taking efforts to be more environmentally friendly during the Festival and you will receive a *Certified Green Vendor* poster to display at your booth. You can draw environmentally conscious Festival patrons to your booth!

ORIENTATION BY SHOW MANAGEMENT

Food vendors may attend (NOT mandatory) an optional festival exhibitor orientation on May 31 at the Carnegie Library. The orientation is geared toward general exhibitors but if you have additional questions after carefully reading this document, you may join the festival portion from 6:30pm – 7pm. Alternatively, the presentation will be posted at www.capitalpride.com/confirmation after the meeting.

LOGISTICS

FOOD VENDOR space is 20'x10'; unless you paid to upgrade to a premium space measuring either 20'x20' or 40'x10'. Space is extremely tight and you will have neighbors on both sides of your exhibit area so you cannot go outside your footprint.

- Capital Pride provides the location for each exhibitor. **During arrival, look for your company name to be painted on the street.** The festival production team will do it's 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 participants are required to provide a clean and attractive appearance to their exhibit space and exhibitors are highly encouraged to decorate their space using the "Make Magic Happen" theme. This should include attractive signs, posters, decorations and tablecloths.

RECYCLABLES AND TRASH: Recyclables must be removed from trash; trash and recyclables must be brought to provided containers (at 3rd Street and 6th Street & Constitution). Food Vendors found putting trash into festival receptacles are in violation of their food vendor agreement and may be fined up to \$100 per incident.

FIRE LANE & FIRE HYDRANTS: There will be a 20' wide fire lane through the site. This fire lane must remain clear at all times during the festival - no exceptions!! You are not permitted to store items in the fire lane! Do not block fire hydrants.

GENERATORS: Food vendors MAY NOT hook into the existing generators throughout the site. Food vendor equipment is too much of a drain on those generators. If you need a generator, you can rent an individual generator from show management at \$400 for the day or bring your own.

- All participants must follow the laws and regulations of the Government of the District of Columbia. On the day of the festival, all participants must follow the guidance and instructions given by Festival staff and official personnel.

FINES: Due to feedback from festival participants and city officials, Capital Pride will enforce all rules and levy an onsite fine for violations. The two big issues mentioned have been price gouging and failure to keep a clean space, particularly boxes and other recyclable materials. Fines will also be levied for failure to contain your set-up and supplies in your designated 10x20 space. More information regarding the fine system is forthcoming.

BREAK-DOWN

The festival ends at 7pm – DO NOT BREAK DOWN BEFORE 7PM. [Note: The Capitol Stage at 3rd Street will continue until 9pm; however, all vendors are required to shut down at 7pm.]

NOTE: Vehicles may not be allowed on Pennsylvania Avenue until as late as 9pm. The decision to allow vehicles is at MPD's discretion; management cannot influence the decision, as it's a safety and security factor.

- Vendors will be able to enter Constitution Avenue at 7th Street when permitted by MPD.

- Vendors 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 on Constitution Avenue must proceed east (toward the Capitol).

Vehicles may exit Penn Ave via 7th Street, 6th Street or 4th Street. Do not cause roadblocks by traveling in the wrong direction.

SET-UP

Food vendors may begin set-up as early as 8:30am on Sunday. Please do not arrive before 8:30am, as MPD will prevent you from driving onto the site due to the continued work of the festival builders and contractors.

You should be ready to serve at 12pm. The fire marshal and DOH inspector will inspect your space before 12pm. Vendors may not begin serving until cleared by DC officials.

If you plan to drive onto the site to pull up directly to your space, you **MUST ENTER CONSTITUTION AVENUE FROM 7TH STREET AND ONLY PROCEED EAST (toward the Capitol)**. Marshalls will direct you to proceed east or west on Penn Ave.

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.** No vehicles are allowed onto the Festival Site until permission is given by the DC Police Department.

NOTE: Parking is not available at the site and limited parking is available in the area. Plan to arrive early if you will need a parking space. Be sure to note all traffic regulations and meters. Vendors may also try spothero.com to reserve and pay in advance for a space.

THANK YOU FOR PARTICIPATING!

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

About Capital Pride

Capital Pride Celebration Weekend, *Pride in the Nation's Capital*, is an annual event celebrating the spirit and strength in the Gay, Lesbian, Bisexual and Transgender (GLBT) 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 GLBT 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.

Getting Around

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.

Should you choose to drive, Capital Pride has partnered with Spot Hero to assist with your parking needs. To make parking for the Capital Pride Parade & Festival easy and stress free, visit www.spothero.com, the nationwide leader in online parking reservations, to allow visitors to purchase guaranteed parking near the parade or festival. Once purchased, parking for Capital Pride events is 100% guaranteed even if the location otherwise fills up, often at exclusive discounts. Simply present your purchase confirmation at the selected location, and this serves as your payment with no additional payments or fees ever.