

## Festival Registrant Information

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.

### SET-UP

Exhibitors may begin set-up as early as 9am on June 12<sup>th</sup>. 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. All exhibits should be ready by 12pm and staffed until 7pm.

In order to drive onto the festival site, exhibitors **MUST ENTER CONSTITUTION AVENUE FROM 7<sup>TH</sup> 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 6<sup>th</sup> Street will travel west and exit at 7<sup>th</sup> Street. Exhibit booths east of 6<sup>th</sup> Street will travel east and exit Constitution Ave to 3<sup>rd</sup> 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 7<sup>th</sup> Street; but may not proceed beyond 6<sup>th</sup> 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 6<sup>th</sup>.** Please note this is a quick drop zone and MPD may ticket or tow vehicles without drivers.

**RECYCLING: Capital Pride will provide recycling bins throughout the festival site.** Many recycling bins will be designated for commingled glass, plastic and aluminum containers.

**NEW FOR 2016:** All vendors are required to use earth-friendly packaging and bags (no plastic bags may be used) and Styrofoam is banned for use in DC. 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.