



Festival Registrant Information

Each exhibit space is tented and measures 10'x10'x8' and comes with 1- table and 2-chairs (electrical power is an additional charge). Space is extremely tight and your neighbors, on both sides, would love it if you remain within your designated 10'x10' footprint. We can always guarantee you with additional space when you rent an additional booth or upgrade to premium placement. This will provide your team with an additional 10'x10' (not tented) space adjacent to the tented space. Contact support@capitalpride.org for more information.

SET-UP

Exhibitors may begin set-up as early as 9:00AM on Sunday. Please, do NOT arrive before 9:00AM. The Metropolitan Police Department (MPD) will not permit vehicle access onto the site unless it is safe to do so. Exhibits should be ready by 12:00pm and staffed until 7pm.

If driving, 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 6th street that will direct you to your space. 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 7:00PM.** [Note: The Capitol Stage at 3rd Street will continue until 10pm.] 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.

SUSTAINABILITY & RECYCLING: Capital Pride will provide recycling bins throughout the festival site.

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.