CAPITAL PRIDE CELEBRATION

CapitalPride.Org

Festival & Parade Orientation

Exhibitor Meeting | 25 May 2022

Agenda

- Festival Overview
  - The Day
  - The Space
  - The Checklist
  - Festival Set-Up
  - Festival Tear Down
- Q & A

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2022

Pride Festival

Sunday, June 12, 2022

PRESENTED BY

MGM NATIONAL HARBOR

Exhibitor Hours 12pm – 7pm
Concert 12pm – 8pm
Sunset Dance Party 8pm - 10pm

Concert Presented by: 995 PRIDE DARCARS

Official Beverage Sponsors: Tito's Handmade Vodka, Samuel Adams, Truly Hard Seltzer, Barefoot

Festival Zones:

- General LGBTA Organizations / Faith-Based Organizations
- Alumni, Educational & Professional Services / Military, Government Agencies
- Information Booth / Dupont Dance Tent and Beverage Garden
- Monument Stage, Food Court and Beverage Garden
- Green Village / Sponsors
- Sports Village / Health and Wellness / Political
- Travel & Leisure / Family Area / Capital Stage

Legend:

Medical Tent: ✚ ATM: ATM Disability Accessible: ♿ Restrooms: 🚻 Food Court: 🍴 Pride Info Center: ℹ

The festival is family friendly. However, due to large crowds and very hot asphalt, **we request pets stay at home.**

Festival Day: Exhibitors' Day

Time	Description
8:00AM	Food Vendor Setup
9:00AM – 10:30AM	Exhibitor Setup (with vehicles onsite)
10:30AM – 12:00PM	Setup (without vehicles onsite)
12:00PM – 7:00PM	Festival Exhibitor Hours
1:00PM – 10:00PM	Capitol Stage Hours
7:00PM	Exhibiting Ends (Teardown without vehicles onsite)
9:00PM	Teardown (with vehicles onsite*) *contingent on MPD safety approval
10:00PM	Festival Ends

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SET-UP

- Food Vendors setup begins at **8:00AM**, followed by exhibitors at **9:00AM**.
- Vehicles will enter through 7th St. & Constitution Ave
- Upon entry, Exhibitors will be **greeted by volunteers** who will direct you to your booth
- Vehicles will have a max of **15 minutes** of onsite time, please unload as fast as possible so that others might have their time
- Maintain the lane: Even during setup we are required to maintain a fire lane throughout Festival grounds

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Festival Day: Set Up

+ **YOU WILL ONLY BE ABLE TO ENTER THROUGH 7th & CONSTITUTION.**
+ **VEHICLES WILL BE ALLOWED ON SITE 15 MINUTES MAX!**
+ **Bring hand-trucks**
+ **Touchless payments are ENCOURAGED**
+ **QR Code to confirm you have received everything**
+ **There are multiple parking options in the vicinity of the festival site.**

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Festival Unloading/Driving (9:00-10:30 EST)

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Exhibitor Space

Included:

+ 1 – Tented space measuring 10'x10'x8'
+ 1 – table
+ 2 – chairs

Change Requests:
Log into your Pride365 account to request a change.

Notes

- Space is extremely tight, and your neighbors will love you if you remain within your 10'x10'

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Checklist

Festival Prep:

- ❑ Confirm onsite and drive-on POC with Capital Pride
- ❑ Confirmed registration details and invoice
- ❑ Engage your internal team for Festival presence
- ❑ Let your wider stakeholder community know about your efforts
- ❑ Reach out to org partners

Action Items:

- ❑Registration changes: (additional tables, chairs,)

If applicable:

- ❑Green Certification
- ❑Certificate of Insurance
- ❑DC Sales Tax prep

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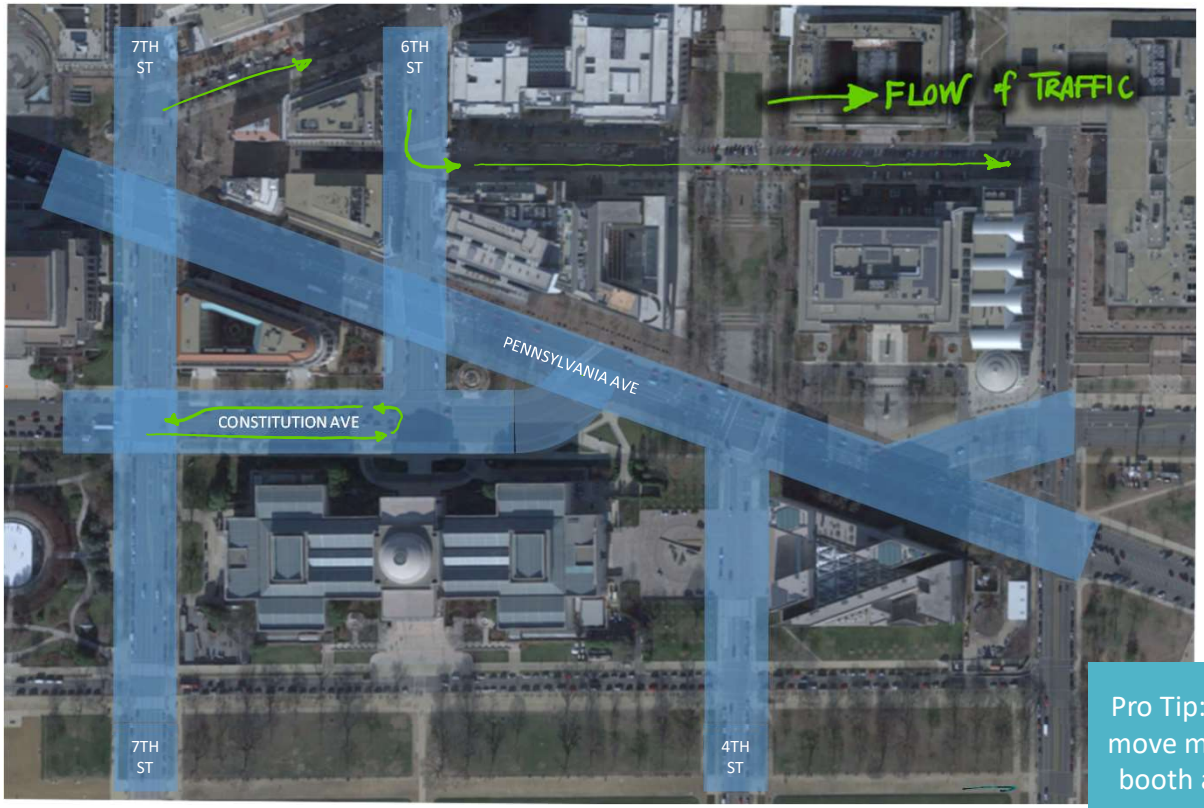
Festival Teardown (1900-2100 EST)



Vehicles will NOT be allowed to drive onsite until MPD has cleared the road for pedestrians

- Festival exhibiting ends at 7:00PM
- No vehicles allowed on Festival site until possibly 9pm
  - Quick loading zone will be available on Constitution and 6th (vehicles must approach from 7th)

Pro Tip: Bring a hand-truck to move materials between your booth and an offsite pick-up location

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PAST, PRESENT & PROUD
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Vendor: GREEN Certification

All vendors are required to use earth-friendly packaging and bags (no plastic bags may be used). Failure to comply will result in a DC enforced fine on-site and/or removal from the Festival.
NOTE: Styrofoam is also been banned for use in DC

Learn more here:
https://www.capitalpride.org/about/sustainability-initiatives/

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THANK YOU!

Email us at
festival@capitalpride.org

@Capitalpridedc

@Capitalpridedc

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Festival Overview

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Thank You!!!