



Capital Pride Festival Orientation

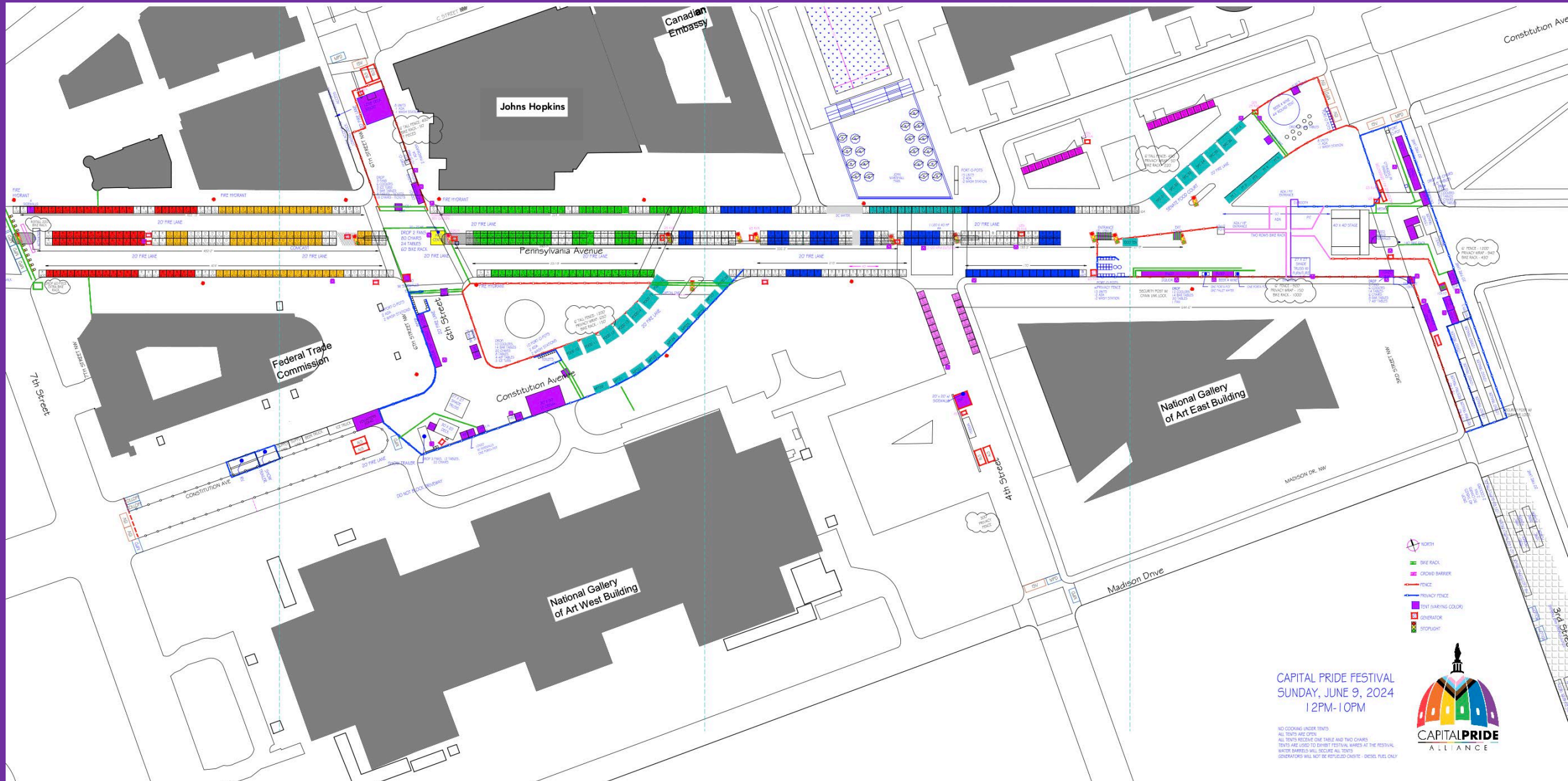
Agenda

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

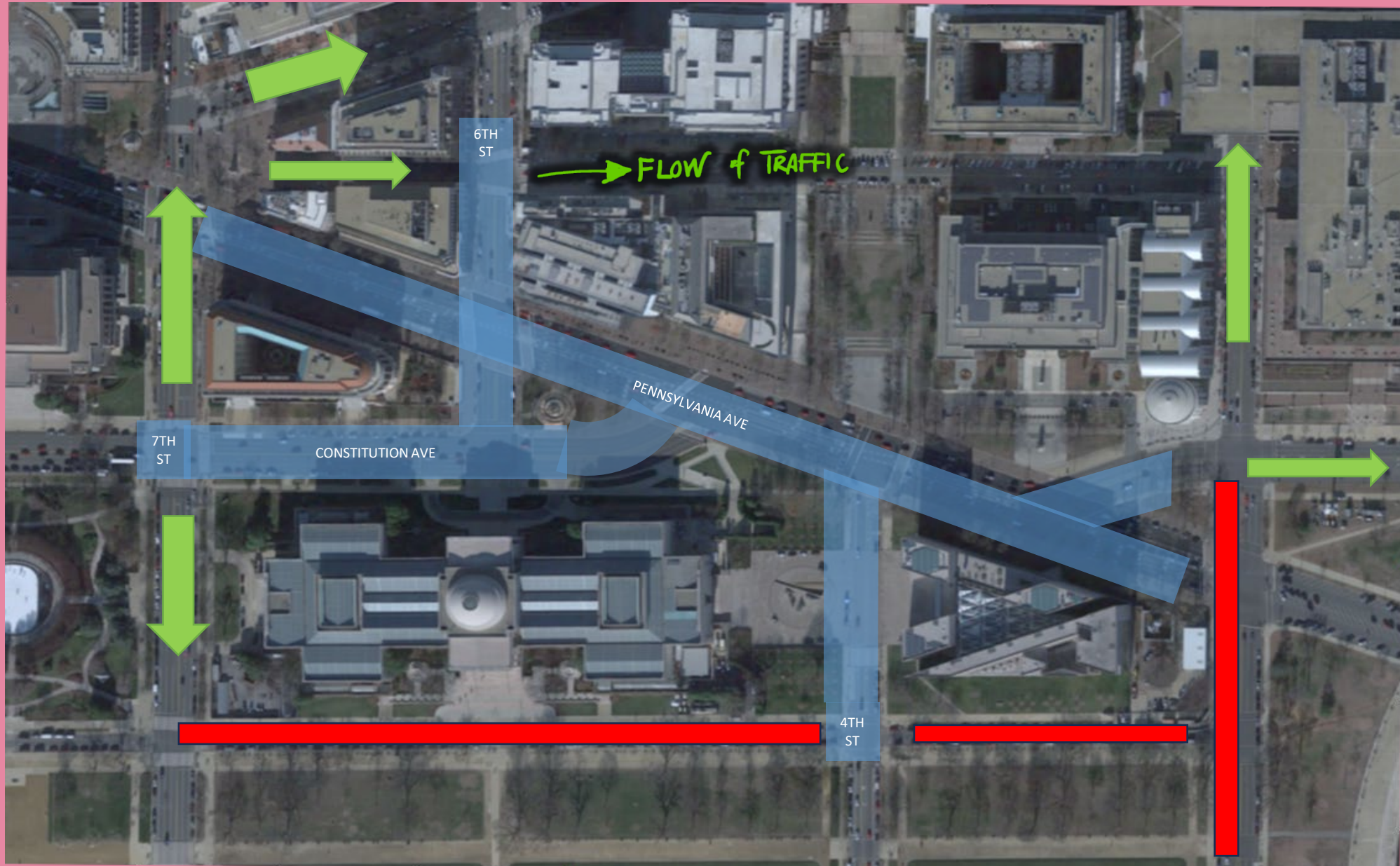




Festival Site Plan



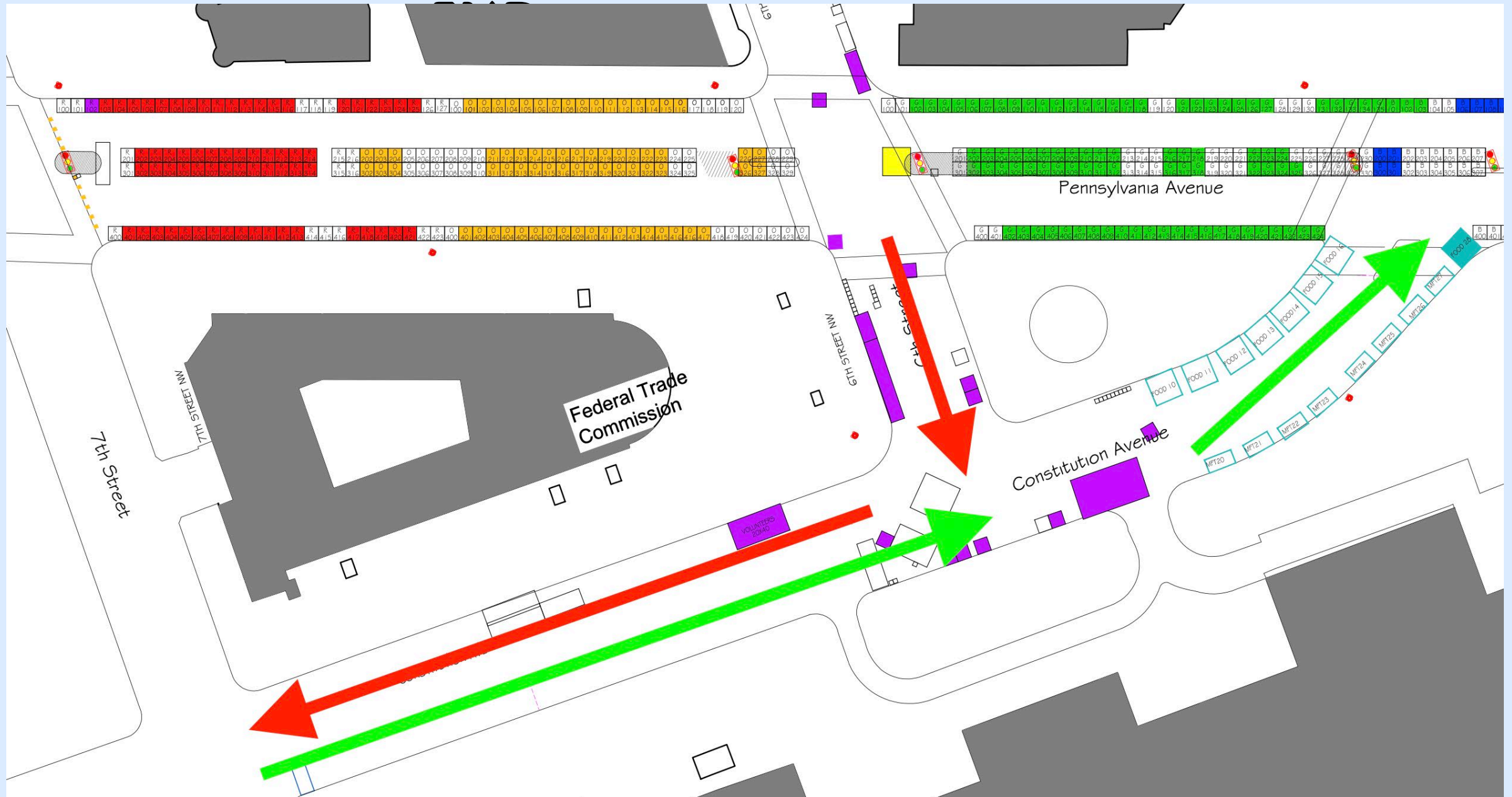
Traffic Flow



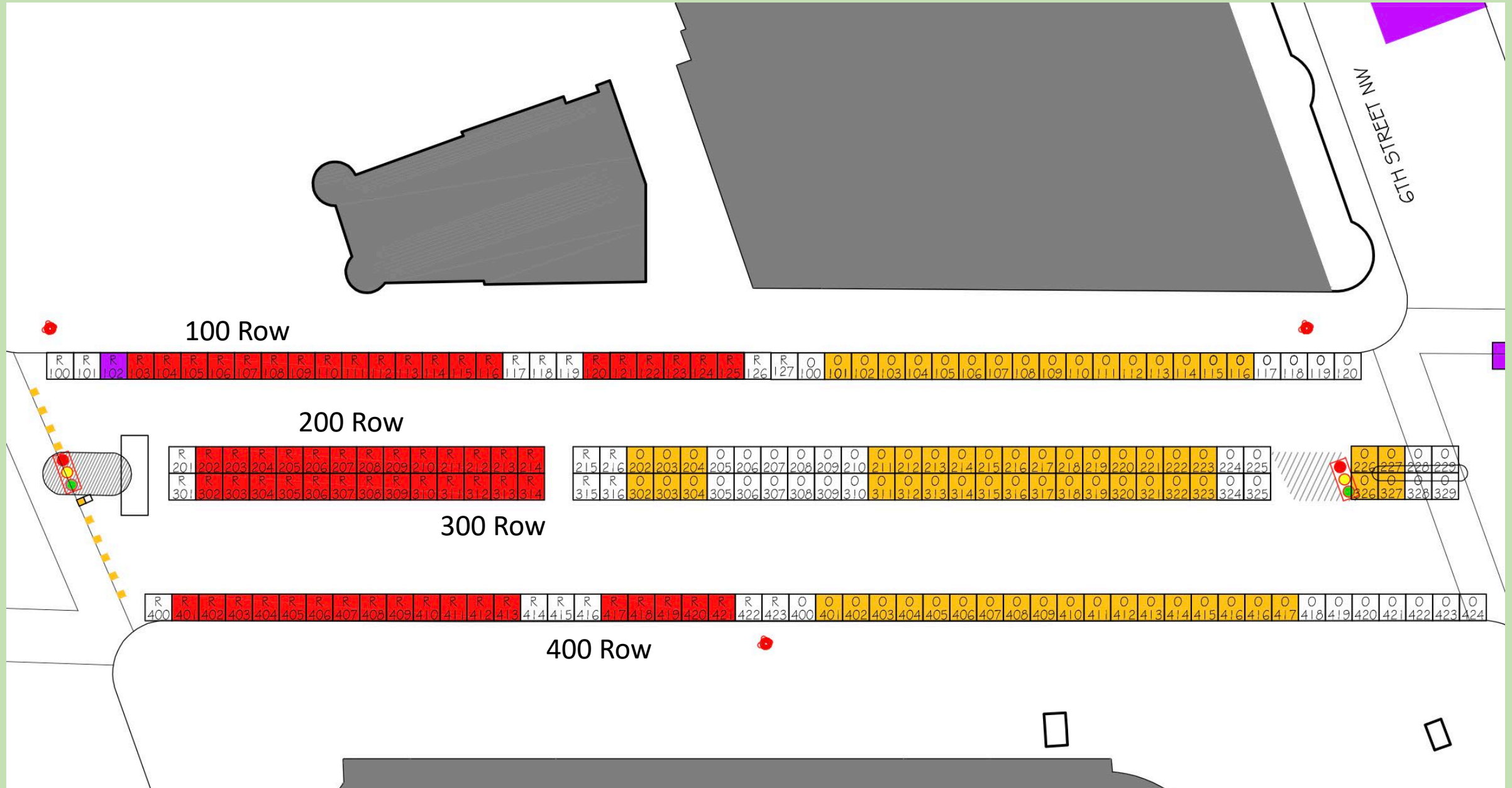
Festival Day: Exhibitors' Day

Time	Description
7:00AM – 10:30AM	Exhibitor Setup (with vehicles onsite). You will be assigned a time-block.
10:30AM – 12:00PM	Setup (without vehicles onsite)
12:00PM – 7:00PM	Festival Exhibitor Hours
7:00PM	Exhibiting Ends (Teardown without vehicles onsite)
Approx 8:30PM	Teardown (with vehicles onsite*) *Contingent on MPD approval
10:00PM	Festival Ends

EXHIBITOR ENTRY &



Exhibitor Rows



Festival Day: Set Up

- **YOU WILL ONLY BE ABLE TO ENTER THROUGH 7th & CONSTITUTION IN AN ORDERLY FASHION. POLICE AND VOLUNTEERS WILL BE DIRECTING CARS (LINE UP SOUTH on 7th Street).**
- **VEHICLES WILL BE ALLOWED ON SITE 15 MINUTES to unload MAX!**
- **Bring hand-trucks**
- **Touchless payments are ENCOURAGED as there are no ATM's. Please bring personal hotspots if concerned about connectivity.**
- **There are multiple parking options in the vicinity of the festival site.**



Exhibitor Space & Equipment

- **Included:**

- 10'x10'x8'
- 1 8' Table
- 2 Folding chairs

- Missing additional equipment?

- Scan the QR code on your booth sign and indicate what you're missing. A team member will deliver your equipment, if you have ordered it in advance.

Festival Day: Break Down

- **BREAKDOWN NEEDS TO BEGIN AT 7:00pm per our permit. This is not optional.**
- **Vehicles will not be able to come on site until MPD provides approval. Continuing to sell goods will delay this.**
- **Bring a hand-truck to help move items offsite to your mode of transportation.**
- **In some cases, it may take several hours to get your vehicle on site.**

Vendor: GREEN Efforts



All vendors are required to use earth-friendly packaging and bags (no plastic bags or Styrofoam may be used). Refrain from leaving trash behind. Please do not throw confetti, beads, or other objects. Failure to comply will result in a DC enforced fine on-site and/or removal from the Festival.

Learn more here:

<https://www.capitalpride.org/about/sustainability-initiatives/>



Checklist

Festival Prep:

- ☐ Confirm registration details and invoice
- ☐ Engage your internal team for Festival presence and location
- ☐ Let your customers know about your booth
- ☐ Prepare pricing signage for booth and merchandise.
- ☐ Confirm COI requirements.

Action Items:

- ☐ Registration changes: (additional tables, chairs,)
- ☐ Submit Tax ID or SSN if missing information.
- ☐ Post on social media and tag @CapitalPrideDC!



THANK YOU!