



Festival Orientation

Exhibitor Meeting | 25 May 2023

Agenda

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



2023

Pride Festival

SUNDAY, JUNE 11, 2023

PRESENTED BY



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

Festival Zones:

- General LGBTQ+ 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:
- Disability Accessible:
- Restrooms:
- Food Court:
- Pride Info Center:



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



Concert Presented by:

Official Beverage Sponsors:



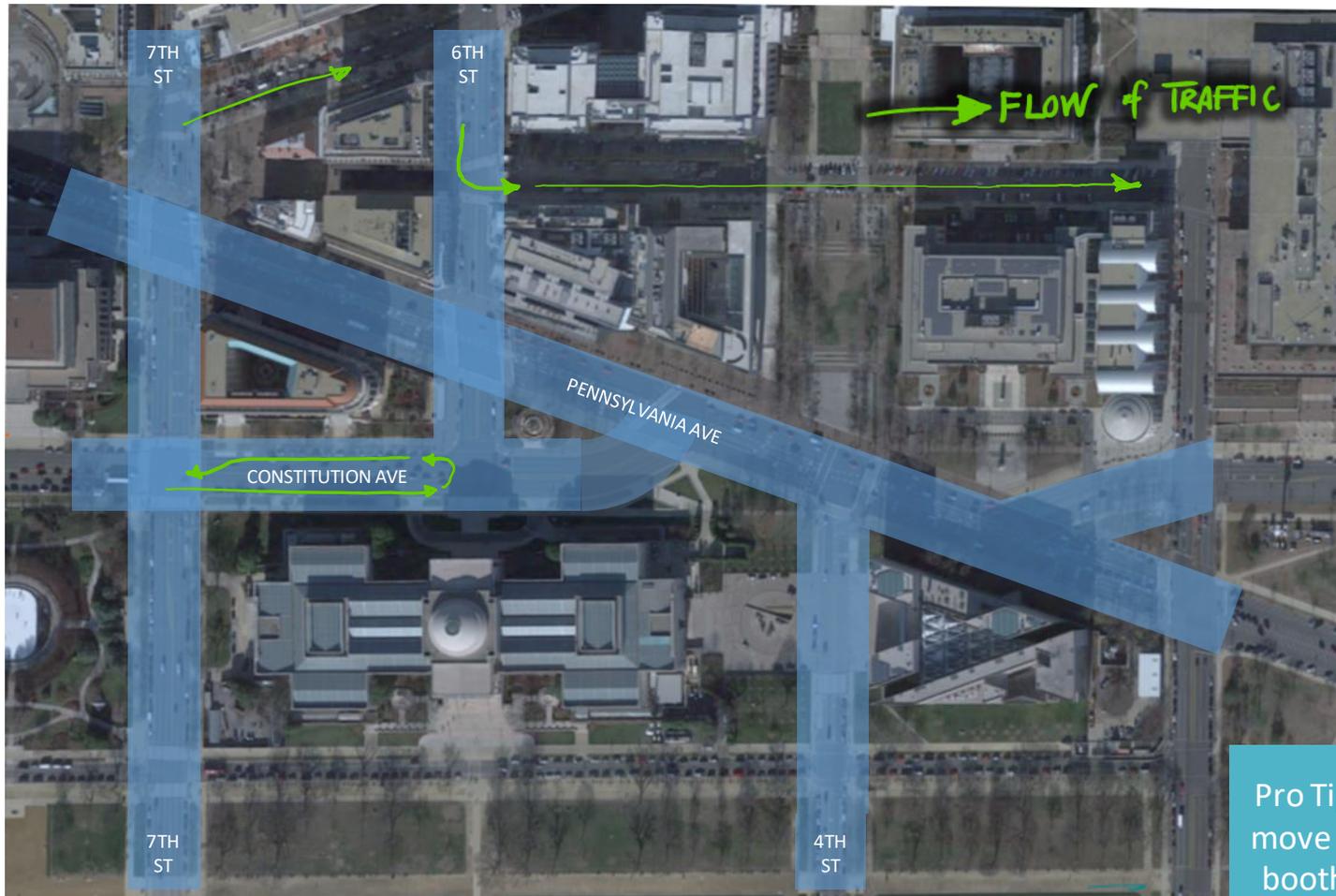
Festival Day: Exhibitors' Day

Time	Description
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)
TBD	Teardown (with vehicles onsite*) *Contingent on MPD approval
10:00PM	Festival Ends

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).
- VEHICLES WILL BE ALLOWED ON SITE 15 MINUTES MAX!
- Bring hand-trucks
- Touchless payments are ENCOURAGED as there are no ATM's
- QR Code to confirm you have received everything
- There are multiple parking options in the vicinity of the festival site.

Festival Teardown (7:00pm – 9:00 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



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 GIVES APPROVAL. CONTINUING TO SELL FOOD AND GOODS WILL DELAY THIS.

Exhibitor Space

Included:

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

Notes

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

Change Requests:

Log into your Pride365 account to request additional chairs and tables.

Checklist

Festival Prep:

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

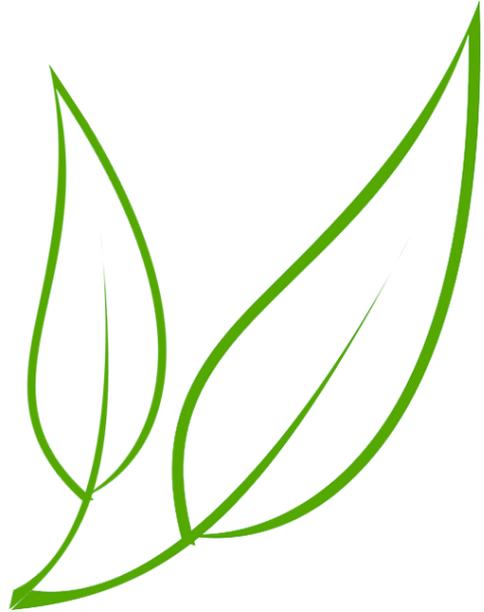
Action Items:

- Registration changes: (additional tables, chairs,)

If applicable:

- Green Certification
- Certificate of Insurance (**Must be received by 5/31!**) Available for purchase on our website \$65
- DC Sales Tax prep

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/>

THANK YOU!

@Capitalpridedc



@Capitalpridedc

Email us at
festival@capitalpride.org



@Capitalpridedc



@Capital Pride

CAPITAL PRIDE 2023



Thank You!!!





Festival Food Vendor Orientation

Exhibitor Meeting | 26 May 2023

Agenda

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



2023

Pride Festival

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PRESENTED BY



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- Sports Village / Health and Wellness / Political
- Travel & Leisure / Family Area / Capital Stage

Legend:

- Medical Tent:
- ATM:
- Disability Accessible:
- Restrooms:
- Food Court:
- Pride Info Center:



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



Concert Presented by:

Official Beverage Sponsors:



Festival Day: Food Vendors

Time	Description
June 10th, 8pm to 10pm	Exhibitor Setup (with vehicles onsite)
8:30AM – 11:00AM	Setup (without vehicles onsite)
12:00PM – 7:00PM	Food Sales (ALL SALES MUST END AT 7PM!)
7:00PM	Exhibiting Ends (Teardown without vehicles onsite)
TBD	Teardown (with vehicles onsite*) *Contingent on MPD approval
10:00PM	Festival Ends

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).
- YOUR SET UP MUST FIT IN YOUR DESIGNATED SPACE.
- VEHICLES WILL BE ALLOWED ON SITE 15 MINUTES MAX!
- Bring hand-trucks
- Touchless payments are ENCOURAGED as there are no ATM's
- QR Code to confirm you have received everything
- There are multiple parking options in the vicinity of the festival site.

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 GIVES APPROVAL. CONTINUING TO SELL FOOD AND GOODS WILL DELAY THIS.**

Food Sales Space

Included:

1 Space measuring 10'x20'

Notes

- Space is *extremely* tight, and your neighbors will love you if you remain within your 10'x20'

Change Requests:

Log into your Pride365 account to request additional chairs and tables.

Checklist

Festival Prep:

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

Action Items:

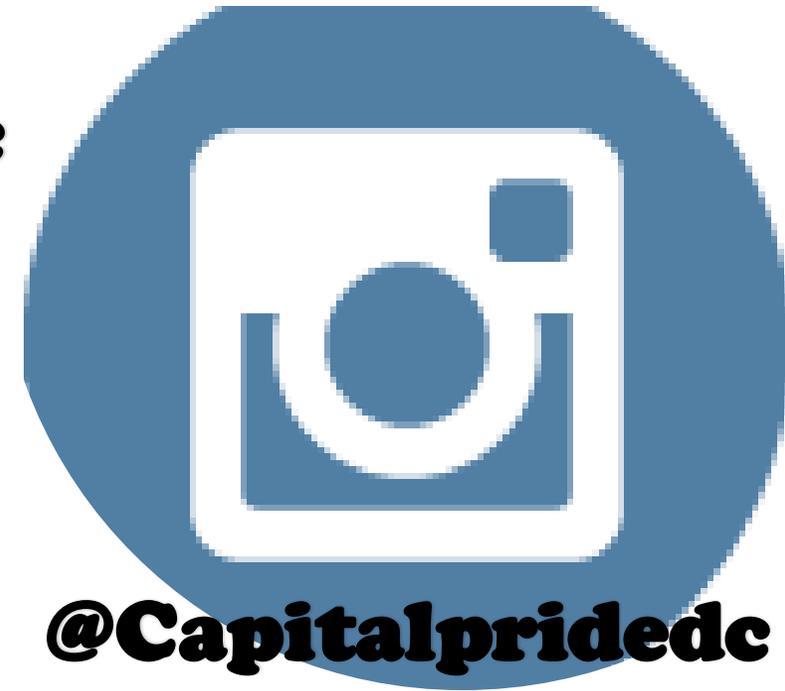
- Registration changes: (additional tables, chairs,)

If applicable:

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

THANK YOU!

@Capitalpridedc



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Email us at
festival@capitalpride.org



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@Capital Pride

Thank You

