



**Capital Pride Festival
Sunday, June 9th, 2013
12:00pm – 7:00pm**

Vendor Orientation Outline

PLEASE NOTE NEW FESTIVAL VENDOR TIME

Thank you for planning to join us at the 38th Annual Capital Pride Festival on Sunday, June 9th, 2013 in Washington, DC. ***Please print this document and continue to refer to the contents in order to make your experience as enjoyable and easy as possible.***

PRIOR TO THE FESTIVAL

- You will receive your **booth number via email by Thursday, June 6th**, 2013. Booth assignments will not be available until then.
- In the same email, you will receive your drive-on pass to enter the festival between 8:30am – 10:30am. Your 'drive-on pass' allows you to drive onto the site to drop off materials at your booth. It also serves for better coordination with MPD getting you in and out of the festival area more efficiently. Vehicles should be on the festival site less than five minutes. All vehicles must be off the street by 10:45am. You should plan to bring luggage carriers, folding carts or hand-trucks to deliver your booth materials.

FESTIVAL DAY VENDOR CHECK IN PROCEDURES

- Set-up time is between 8:30 – 12pm. Your booth should be set up and staffed for the full festival hours, 12pm -7:00pm.
- Each 10'x10' tent comes with one table and two chairs. If you ordered additional equipment, it will already be in your booth. If for some reason your additional equipment is not at your booth, please seek out a marshal. **DO NOT REMOVE EQUIPMENT FROM OTHER BOOTHS.**
- If driving onto the site, the only vehicle entry point is at Pennsylvania & 7th Street. You will need to present the 'drive on pass' that was emailed to you. Once you drive to your booth, promptly off-load your materials and drive your car off the festival site. A marshal will approach you when you return to your booth to check you in.
- If you are not driving onto the site, you may proceed directly to your booth for check-in. A marshal will approach you at your booth and check you in.

- All check-ins will be completed at your booth by check-in marshals. We will have a large amount of marshals assigned to specific areas and that person will be your contact to confirm your participation.
- Please inform your staff or volunteers of your booth number prior to the festival. Marshals will be available with space information but set-up will be greatly expedited if everyone knows where to go prior to Sunday morning.
- Limited parking is available in the area. Plan to arrive early if you will need a parking space. Be sure to note all traffic regulations and meters.

DC SALES TAX

DC sales tax forms should be downloaded at <http://otr.cfo.dc.gov/node/399542>. It is your responsibility to complete and return the form to the DC government. If your organization is DC sales tax exempt, you are still responsible to complete the form and include your sales tax exemption ID number. If you are not doing sales, you may disregard this requirement.

FIRE LANE

THERE WILL BE **TWO** 20' WIDE FIRE LANES, ON THE SOUTH AND NORTH SIDE OF PENN AVE IMMEDIATELY TO THE SIDES OF THE CENTER BOOTHS. THE VENDOR TENTS, RUNNING THE ENTIRE LENGTH OF PENN. BY DC LAW, **THIS FIRE LANE MUST REMAIN CLEAR AT ALL TIMES DURING THE FESTIVAL - NO EXCEPTIONS!! YOU ARE NOT PERMITTED TO STORE ITEMS IN THE FIRE LANE!**

EVENT CLOSDOWN PROCEDURES

- All vendors must return their tables and chairs to the designated drop points nearest their booth on Pennsylvania Avenue. The site map will provide you with the nearest location. You must have a Capital Pride volunteer check-off your organizations name to ensure your credit card deposit slip is not charged for the loss of equipment.
- For pedestrian safety, vehicles can only re-enter the festival grounds at the discretion of the Safety and Security Committee. Do not drive onto the site without permission and with pedestrians on the street.



RECYCLING

Capital Pride will provide recycling bins throughout the Festival site. Many recycling bins will be designated for commingled glass, plastic and aluminum containers. Other bins will be clearly marked as "paper only," including for collection of leftover Pride Guides that vendors may have at the end of the event. Cardboard can also be recycled. You can give cardboard to a recycling volunteer during set-up or closedown.

We ask the assistance of all Festival Vendors with our recycling initiative. Recycling is made possible with support from DC Dept. of Public Works, National Park Service and Burgundy Crescent Volunteers.

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 you will receive a *Certified Green Vendor* poster to display at your booth. You can get credit for your "green" deeds and draw environmentally conscious Festival patrons to your booth! Some steps may save your business money too.

What do I have to do? Indicate ways that you "green" your booth (e.g., use recycled paper for all printing needs, use an e-mail list instead of handing out pamphlets, recycle during the Festival, or use biodegradable utensils). For more ideas about how to green your booth, visit <http://www.capitalpride.org/Green>.

THANK YOU FOR PARTICIPATING!

If you need additional information, please contact Capital Pride at info@capitalpride.org. If you would prefer to get additional information in person, Stay tuned to Capitalpride.org for more information on future Capital Pride events to meet Capital Pride staff in person.

We encourage you to refer to the website regularly to get the most up to date information. Visit www.capitalpride.org and get most of your questions answered faster!