

2018 Street Festival Information Package



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Registration

All Street Festival participants are required to register with Capital Pride. The deadline to register for the 2018 Street Festival is Friday, August 3, 2018. All changes to your registration including adding vehicles or sound systems must be made by the registration deadline.

Payment

Outstanding payments must be received by Capital Pride by 5:00 PM on Friday, August 12. Payment can be made online via credit card or can be made by cheque mailed or dropped off to the Capital Pride Office: 176 Gloucester Street, Unit 300.

If you require a copy of your invoice please contact registration@ottawacapitalpride.ca

Setup and Exhibition

Schedule and Registration

Exhibiting Hours

New this year, you have the option of exhibiting **both Saturday and Sunday, or Sunday only**. No exhibitors are permitted on Saturday only. There is no additional charge for exhibiting Saturday for our introductory year of expanding the fair.

**** Please visit <https://doodle.com/poll/8db33efynreaghea> now to confirm if you will be exhibiting both Saturday and Sunday, or Sunday only. ** Please confirm by Tuesday, August 7th if you are exhibiting on both days. Exhibitors who have not confirmed by then will only be allowed to exhibit on Sunday.**

Street Festival exhibition hours are:

- **Saturday August 25th** from **12:00 PM - 8:00 PM**
- **Sunday August 26th** from **12:00 PM - 8:00 PM**

Setup Hours

Setup will take place at the following times, depending on whether you are exhibiting both Saturday and Sunday, or Sunday only:

- **Saturday August 25th** from **9:00 AM - 11:00 AM** (for those exhibiting both Saturday and Sunday.)
- **Sunday August 26th** from **9:00 AM - 11:00 AM** (for those exhibiting Sunday only.)

Additional setup information is provided below.

Teardown Hours

- **Saturday August 25th:** Removal of valuables from **8:00 PM to 9:00 PM**. All Saturday booths must remain in place for Sunday.
- **Sunday August 26th** from **8:00 PM - 10:00 PM**.

Additional teardown information is provided below.

Registration and Check-In

- **There will be no check-in/registration tent.** Head directly to your assigned location no later than 10:00 AM on Saturday (if exhibiting both days) or 10:00 AM Sunday (if exhibiting Sunday only). A block coordinator will visit your booth between 10:00 AM and 11:00 AM to review your setup and answer questions.

Location

The Street Festival:

- The Street Fair takes place on Bank Street between Somerset Street and Gladstone Avenue and on Somerset Street between Bank Street and O'Connor Street.
- All booths will be on the eastside of Bank Street, as a 20 foot clearance is required on the westside for emergency vehicles.
- The exhibition area includes many amenities, such as restaurants, convenience stores, a grocery store, and a dollar store.



Booth Location

- **We will send your booth location one week prior to the event.**
- We are not able to offer information about booth location prior to that time.
- We are not able to guarantee or reserve specific locations.

Booth Details, Rules & Regulations

What's included

- A 10'x10' area on the eastside of Bank Street on a block between Somerset Street and Gladstone Avenue.
- A 6' table and 2 chairs.

What's not included

- No tent is provided.
 - You are welcome to bring your own tent, however it must be weighted to withstand adverse weather and be no larger than 10'x10', unless otherwise approved.
- No electricity or water is provided to your booth. If you require electricity and/or water, contact communityfair@ottawacapitalpride.ca for pricing and information

Playing Music

If you've changed your decision on playing music since registering, please contact communityfair@ottawacapitalpride.ca before August 7 to notify us.

Commerce

- No food or beverages may be sold in your booth/space.
- Only those who have registered to sell goods or services may do so.
- No merchandise using the Capital Pride logo is allowed.
- We encourage all merchants who are processing payments to offer Shopify POS or similar onsite card payment options.

Social Media

- Please see the enclosed "Social Handles & Hashtags" document for Capital Pride and its partners' social media handles and hashtags. We encourage you

to use these for your social posts during the Street Festival to increase your visibility and engagement.

Booth Set-Up

Time

- If you are exhibiting on both Saturday, August 25th, and Sunday, August 26th, setup will begin at **9:00 AM on Saturday.**
- If you are exhibiting on Sunday, August 26th only, setup will begin at **9:00 AM on Sunday.**

Access

- You will be sent information on how to access your block with a vehicle one week prior to the event.

Parking

- We are unable to provide parking for exhibitors. Please use local paid lots or nearby on-street parking.

Street Fair Hours

Please ensure your booth is active and properly staffed during the following hours:

- The Street Festival is advertised as taking place from **12:00 PM - 8:00 PM** on Saturday and Sunday.
- Booths exhibiting on Saturday and Sunday **MUST** be active from 12:00 PM and until **8:00 PM** on both days. Booths exhibiting Sunday only **MUST** be active from 12:00 PM to **8:00 PM** on Sunday.

Booth Tear Down

Capital Pride wants every visitor to the Street Festival during advertised hours to enjoy the full fair experience. All booths **MUST** remain active and in place until 8:00 PM on Sunday.

Time

- Teardown will begin at 8:00 PM on Sunday, August 26.

Access

- Vehicles will be allowed access to the blocks from 8:30 PM on Sunday
- You will be sent information on how to access your block with a vehicle one week prior to the event.

Authority

Authority of Capital Pride

Sole Discretion

Capital Pride reserves the right to refuse exhibition in the Street Festival, registered or unregistered, for any reason. Reasons may include but are not limited to:

- groups whose mission, entries, themes, or any other element of their entry are deemed inappropriate, disrespectful, discriminatory, has violent themes, advocates violence or hate against any group; disobeying Parade rules, disrespecting or disobeying Parade organizers; or posing a threat to public safety.

Authority Vested by Pride – Requirement to Abide

The Festival Permit is in Capital Pride's name, and we are here to ensure a safe and orderly fair. The authority vested in Capital Pride extends to check-in and set-up staff, volunteers, barricade staff, and all other festival staff.

Safety, Security, and Accessibility

Accessibility

- Accessibility information is available at the Capital Pride Info Tent located on Somerset Street at Bank Street in front of Gabriel's Pizza.
- Accessible washrooms will also be available, with more info to come.
- We recommend having your 2 chairs in front of your table, and offering their use to those needing a rest. This has the added benefit of making your booth more approachable.
- Additional information on accessibility will be sent out closer to the event. Questions can be directed to accessibility@ottawacapitalpride.ca

Restrooms

- Portable restrooms ("porta potties") will be stationed along Bank Street. Businesses along Bank Street may allow non-customers washroom access.

First-Aid

- Volunteers trained with First Aid and the use of Naloxone will be available throughout the site
- The location of the first aid station will be sent in August

Weather

The Street Festival is a "rain or shine event." We expect all exhibitors to be present regardless of weather conditions, and no refunds are offered on account of weather. In the event that weather poses a safety or security risk, Capital Pride will notify exhibitors of any changes via email.

Health

- Please stay hydrated! A water station will be installed at the corner of Bank Street and Somerset Street.
- Even on cloudy days, the sun's rays can be harmful.
 - Wear lightweight, light-colored, loose-fitting clothing, and a wide-brimmed hat.
 - Use a sunscreen with an SPF of 30 or more and reapply every 2 hours or more.
 - Drink extra fluids. To prevent dehydration, drink plenty of water, fruit juice, or vegetable juice per day. Because heat-related illness also can result from salt depletion, it may be advisable to substitute an electrolyte-rich sports drink for water during periods of extreme heat and humidity. Ask your doctor about the best types of fluid and how much you should be drinking.
 - Avoid fluids containing either caffeine or alcohol, because both substances will enhance dehydration.
 - If you have epilepsy or heart, kidney, or liver disease, are on a fluid-restricted diet, or have a problem with fluid retention, check with your doctor before increasing liquid intake.

- Be aware of signs of heat exhaustion:
 - Confusion
 - Dark-colored urine (a sign of dehydration)
 - Dizziness
 - Fainting
 - Fatigue
 - Headache
 - Muscle or abdominal cramps
 - Nausea, vomiting, or diarrhea
 - Pale skin
 - Profuse sweating
 - Rapid heartbeat
- If you are concerned, please seek medical advice from Capital Pride's on-site medical services.

Safety & Security

- Toersa Security Inc., Ottawa Paramedics, private EMTs, and Ottawa Police Services will be onsite to ensure the safety of Festival goers and exhibitors.
- Please call 911 immediately if you feel your's or someone else's personal safety or security is at risk.