



## FESTIVAL EXHIBITORS & SPONSORS GENERAL INFORMATION

### WELCOME TO PHOENIX PRIDE 2021

Thank you for supporting the 2021 Phoenix Pride Festival! Please use the following document as a resource to answer any questions you may have about exhibiting at the event.

If you cannot find an answer to your question below, please don't hesitate to call or email!

Thanks!

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### EXHIBITOR PACKETS

Exhibitor Packets will be emailed beginning October, 2021. They will **not** be mailed. Tickets/wristbands are issued to the Exhibitor's Representative during the first day of check-in, if not picked-up by appointment from October 25-29, 2021 (Monday-Friday, 11:00AM-6:00PM) at the Phoenix Pride office.

### EXHIBITOR CHECK-IN/LOAD-IN ENTRANCE

In your Exhibitor Packet you will find a map that marks the location of the exhibitor entrance off of 7<sup>th</sup> Street, just North of Indian School Road, only accessible from the North. It is highly encouraged to check-in Friday, if you are able.

### FRIDAY CHECK-IN/LOAD-IN – FOOD EXHIBITORS ONLY

Food exhibitors ONLY may arrive as early as **8:00 AM Friday morning**. **All food exhibitors MUST set-up Friday, to be prepared for Health and Fire Department inspections at 8:00 AM on Saturday morning.**

### FRIDAY CHECK-IN/LOAD-IN – GENERAL EXHIBITORS AND SPONSORS

General exhibitor/sponsor set-up will be from **10:00 AM – 6:00 PM, Friday, November 5**. No cars will be allowed onto the park after 6:00 PM & all Exhibitor vehicles must be removed from the festival grounds by 7:00 PM.

### SATURDAY CHECK-IN/LOAD-IN

Exhibitor check-in will open at 6:00 AM and will close at 9:00 AM on Saturday morning. No cars will be allowed onto the park after 9:00 AM. All Exhibitor vehicles must be removed from the festival grounds by 10:00 AM, **NO EXCEPTIONS!**

## SUNDAY CHECK-IN/LOAD-IN

In you need to drive in for restocking or unloading, exhibitor check-in will open on Sunday morning from 8:00 AM until 9:00 AM. No cars will be allowed onto the park after 9:00 AM. All Exhibitor vehicles must be removed from the festival grounds by 10:00 AM, **NO EXCEPTIONS**.

## EXHIBITOR SET-UP

Once you have checked-in at the Exhibitor Check-in tent at the park entrance off of 7<sup>th</sup> Street, just North of Indian School, you will be directed to your assigned location in the Festival. Please follow the directions of the volunteer/staff to your assigned space – **DO NOT DRIVE ALONG OR CROSS ANY SIDEWALK**. Please unload your vehicle and park in your assigned parking lot. All vehicles must be removed from the Festival grounds prior to 7:00 PM on Friday, 10:00 AM on Saturday and 10:00 AM on Sunday.

## IMPORTANT EXHIBITOR/SPONSOR PARKING INSTRUCTIONS

All lots have in/out privileges; however, if a car is found in any of the designated Exhibitor Parking lots without credentials, or credentials for a different Exhibitor lot, **it will be towed**.

**DUE TO MULTIPLE EVENTS HAPPENING IN THE SAME AREA, THERE WILL BE TIME RESTRICTIONS FOR WHEN YOU CAN ENTER YOUR PARKING LOT. PARKING INSTRUCTIONS WILL BE PROVIDED WITH YOUR PARKING PASS, AND IT IS CRUCIAL THAT YOU FOLLOW THEM. (1 Pass per Day, Lots are on a first come – first served basis)**

We highly recommend that your volunteer's car pool or use the light rail to help avoid parking issues. There is a parking garage open to our event attendees south of Indian School and 1<sup>st</sup> Street that you can access from Central Avenue to avoid the Parade.

## SPONSORS & COMMERCIAL EXHIBITORS

All Sponsors & Commercial Exhibitors will receive parking (**1 Pass per Day, Lots are on a first come – first served basis**). You will also be provided with a parking map. Parking is limited please plan accordingly. Parking is not guaranteed.

## NONPROFIT EXHIBITORS

Parking Passes will not be included for Non-Profit Exhibitors.

## EXHIBITOR BREAKDOWN ON SUNDAY NIGHT

If you are able to hand carry your items or use a hand cart to your vehicle at the end of the Festival, your departure will be faster. **Exhibitors may not close before 7:00 PM, unless you have received prior approval from the Program Manager**. Once the festival ground is cleared of patrons vehicles will be allowed in for loading. To drive into the park, you will again line up at the 7<sup>th</sup> Street entrance

at Exhibitor Check-In. Please only attempt to access the 7<sup>th</sup> Street Entrance from the north. We expect the Phoenix Police will allow vehicles into the Festival close to 9:30 PM on Sunday, exhibitors may start lining up at 9:00 PM. Once given the "clear" Exhibitor team will start allowing exhibitors onto grounds. We will do everything we can to expedite this process, but with over 200 exhibitors, we ask for your patience.

## **WATER & SODA**

Exhibitors are permitted to bring in a limited supply of water/soda for your staff/volunteers. Only plastic bottles are permitted. It must be kept in a cooler or in a grocery bag at your space. **It may not be sold or given away.** Coolers or beverages of any kind may only be brought in through Volunteer Check-In by an individual wearing an Exhibitor Wristband. **You are not allowed to bring alcohol into the festival grounds for your staff, this is STRICTLY PROHIBITED, failure to comply will result in removal!** You may visit one of our Festival Bars if you wish to consume alcohol, however, we ask that you use your best judgment.

## **ICE**

If you would like to purchase ice for your booth you can do so conveniently by purchasing directly from one of our Festival Bars. Bags of Ice are \$14 and our beverage team can take either cash or credit. Ice comes in 40 lb. bags.

## **OVERNIGHT SECURITY**

Once the site is closed on Friday and Saturday night, it is fenced and locked. Private Security and Phoenix Police will be onsite both Friday and Saturday night. It is suggested you cover your items or place items under your tables for safety. We cannot accept any responsibility for items left in your individual space, but we do provide security to monitor the site and the entrance. If you have any security issues, please advise the staff immediately so we can provide assistance.

**We do not provide sidewalls to surround booths overnight.**

## **ADMISSION TICKETS/WRISTBANDS**

Each exhibitor/sponsor space is allocated Exhibitor Wristbands. Please refer to your order for the amount of wristbands your booth will receive. Wristbands will be available for pickup from **11:00 AM October 25-29, 2021 at the Phoenix Pride office by appointment.** Phoenix Pride is unable to mail wristbands to Exhibitors. We apologize for any inconvenience this may cause. If you are to receive additional admissions tickets with your sponsorship they will be emailed.

After you unload and park, you will be able to re-enter the festival, with your wristbands, through the Volunteer Check-In Entrance, just to the west of the Main Entrance off of 3<sup>rd</sup> Street. These directions will be included with your Parking Pass. After 11:30 AM when the Festival soft opens, anyone with an Exhibitor Wristband may enter through the Volunteer Check-In or the Main Entrance. Everyone with Tickets (Either Sponsor Tickets or Admission Tickets) must enter through the Main Entrance off of 3<sup>rd</sup> street as those tickets will need to be scanned.

Every person entering the festival grounds must either have an exhibitor wristband or an admission ticket. All single day tickets are good for either Saturday or Sunday, once scanned at the entrance the ticket is void, and you must have an admission wristband for re-entry.

Thank you for your continued support of Phoenix Pride. Your participation at our events has made it possible to give out \$1 million dollars in grants and scholarships to local Phoenix non-profit organizations and scholars, since our inception! We look forward to celebrating 40 years of fortitude with you!

