



## Get your PRIDE on!

Welcome to the **Cincinnati Pride Parade and Festival 2022!**

We are delighted that you will be joining us for another exciting event along the banks of the Ohio! This document should answer most of your logistics questions for the day.

**Please read the entirety of this document before reaching out with questions.**

**Projected Attendance:** We are projecting 100,000k+ people at Cincinnati Pride!

### Parade

#### ***Parade Dates and Times***

**Saturday, June 25, 2022 beginning at 11AM**

#### ***Parade Route***

The Parade will start at the intersection of Central Avenue and 7<sup>th</sup> Street and follow 7th Street to the intersection at Vine Street. The parade route will turn right onto Vine Street and head south past Fountain Square and toward The Banks. The route will turn left onto Freedom Way, through the DORA region and turn right onto Joe Nuxhall Way in front of the Reds Stadium. The route turns left onto Mehring Way and ends at the festival grounds at Sawyer Point/Yeatman's Cove.

Vehicles will utilize the northern access road at Yeatman's Cove and exit the park via Butler Street. **All parade viewers are asked not to congregate near the parade's entrance into the park as this causes congestion and a major slow down for the parade. Please inform your attendees of this.**

**Map:** For a map of the parade route, please visit <https://www.cincinnatipride.org/parade.html>

**Float Restrictions:** We've worked with the Banks to open up access through the DORA area. Floats and other vehicles will have a maximum width clearance of 20 feet through that area. Please keep this in mind when adding decorations to your float and vehicles.

***Please remember that items cannot be thrown from your vehicles. If you would like to hand items out at the parade, you must do just that- hand items out to parade goers.***

### ***Parade Staging***

The parade starts at 11am at Central Avenue and Plum Street. Vehicle entries are required to be at the pre-staging area between 8 and 9:30AM depending on entry type and the final instructions to be provided via email. Please come at your assigned time. This location and time information will be announced shortly. People that are walking with your entry will not be permitted in the pre-staging area. Instead, they should arrive to the staging area between 10 and 10:30AM, and no earlier. **Specific instructions and times are subject to change pending final instructions to be sent to all parade entries. Location/Parade Maps will be sent shortly.**

## **Festival**

### ***Festival Dates and Times***

**Saturday, June 25, 2022 from 12PM-9PM**

It is expected that participating vendors and sponsors remain open for the entire length of the festival.

### ***Festival Location***

We're back at Sawyer Point Park for 2022! The address is 705 E. Pete Rose Way, Cincinnati, OH 45202.

### ***Parking for Festival***

Parking is limited in the Sawyer Point parking lot. If you had not pre-purchased your parking at registration, we cannot guarantee parking availability in the lot. However, there are several lots within a few minutes walking distance of the event location. Prices at these lots vary, and cannot be guaranteed.

If you purchased a parking pass for this year's festival, it should arrive in the mail by Friday, June 17<sup>th</sup>. If you have not received your pass by that date, please contact Megan at [festival@cincinnatipride.org](mailto:festival@cincinnatipride.org) so another pass can be mailed to you. The address of the parking lot is 705 E. Pete Rose Way, Cincinnati, OH 45202.

## ***VENDOR INFORMATION***

**Location:** The location of your organization/ company can be viewed on our Pride Key & Pride Map, which will be sent out shortly.

### ***What comes with my registration?***

**Festival Spot:** Each registrant will be given a 10x10 ft spot for their vending needs. (If you have signed up for 2 spots, you will have a 20x20ft space. If you have signed up for 3 spots, you will have a 30x30ft space, etc.) Review your registration form to see how many spots you have purchased.

In addition, each purchased vendor spot will come with 1 table and 2 chairs unless additional were purchased with your registration. **YOU WILL NEED TO SUPPLY YOUR OWN CANOPY/TENT.**

**Electric:** Only vendors who have purchased electricity will have access to electricity. Vendors are responsible for all extension cords and power strips. **Please be respectful of other vendors, and don't utilize more electricity than you have requested.** Electrical needs have been considered per each vendor, and everyone has been strategically placed as a result. ***The Parks Department no longer has a key to open electrical equipment on site. If the electrical sockets are overloaded, it will take an extended amount of time to turn electric back on.***

**Surface:** Booths are located on grass and/or concrete. Food vendors will always be on concrete and are required to cover the area under their booth with "roofing paper." If you are using a fryer, please place plywood under the fryer and cover that surface with roofing paper. Please see the attached requirements by the Cincinnati Park Board for vendors.

**Water:** You will not have water at your booth (unless noted), but water is near your booth. You will be able to transport it by hand to your booth. **You will need to provide your own means of transporting that water.**

### ***Load In Information***

Load in is different for each type of vendor (i.e., food, nonprofit/informational, and retail). Please read further instructions under your specific category. Please note the following load in times:

- Food Vendors will be able to load in Friday, June 24 from 12PM-6PM and Saturday, June 25 beginning at 7:30AM.
- Nonprofit/Informational and Retail Vendors will be able to load in on Saturday, June 25 beginning at 7:30AM unless otherwise coordinated with your festival contacts.
- Vehicles (other than already confirmed food trucks and festival-approved vehicles) will need to be out of the park at 10:45AM on Saturday. This is a Cincinnati Police rule and violators may be asked to leave the festival if they do not abide by this safety measure.

### ***Load In Contacts:***

Eva Carol (Retail Vendors) 319-504-5523

Bri Agner (Retail Vendors) 419-204-4614

Jeremy Jay (Food Vendors) 513-630-5197

Jarrad Holbrook (Food Vendors) 404-909-5219

Amy McKenzie (Nonprofit Chair) 513-504-4772

Megan Green (Festival & Parade Co-Chair) 513-720-657

Michael Cotrell (Festival & Parade Co-Chair) 513-439-7866

## ***Where to Load In:***

When you arrive on Saturday, volunteers will be in place to get you where you need to go. If you are arriving on Friday, please try to contact your point of contact (above) first before entering the park. If you can't reach them by phone, texting is a good option. Please identify yourself and your company if you choose to text. If you are unsuccessful, please contact Megan or Michael.

You can enter the park off of Butler St, which runs parallel to the Purple People Bridge. It is located off of Pete Rose Way. There will be a check in point at the end of Butler Street. Volunteers there will direct you where to go. To keep the flow of traffic, please enter through the **THIRD** tunnel (closest to the river) and follow the pathway around the park, until you arrive at your marked location.

Please exit through the first tunnel (closest to the base of the bridge). Again, please keep in mind that on Saturday, **ALL VEHICLES** (with the exception of food trucks and festival-approved vehicles) need to be out of the park **before 10:45am**. No exceptions can be made to this policy. We recommend arriving at your marked location, unloading your vehicle, then exiting your vehicle from the park, and walk back to your location to set up. This will help with the flow of traffic, and make for a positive experience for all vendors.

## ***Load Out/Departure Information***

Cincinnati Pride will end at 9pm. Vendors WILL be given the "All Clear" from **Megan, once WE have received the all clear from the Cincinnati Police Department**. Vendors will have approximately 60 minutes to leave the site. Vehicles will not be permitted in to enter the event site. If you can NOT comply with the 60 minute load out please let us know sooner rather than later. Please leave the park the way you found it! If you brought it in, take it out. If you dropped it, pick it up. If you made it dirty, clean it!

## ***Additional Rules and Regulations***

- Cincinnati Pride is a rain or shine event and booth fees are not refundable.
- Booth space may **not** be subleased or combined with a business other than the company doing business as (DBA) named on the application and contract. This includes other operating business owned under the same corporation operating under a different DBA.
- Distribution of stickers is prohibited per park rules and regulations.
- No soliciting of festival patrons by use of bull horns, oral solicitation, customer incentives or perceived added value in exchange for business. This behavior is grounds for immediate dismissal and you will not receive a refund.
- No motorized vehicles are permitted during event hours. We recommend using dollies, carts, etc. Overnight security is provided if you load in on Friday, but Cincinnati Pride is not liable for theft or damage to equipment and/or inventory when vendor booths are not attended by vendor staff.

- **Alcohol:** Under absolutely no circumstances should anyone bring alcohol into the event site, including vendors. We appreciate the desire to have a cold one (lets be real, there is a good chance we will need one), however, if you want to do so, you must purchase your alcohol onsite. We will take any violations to our liquor license very seriously. Your cooler will be confiscated, and offenders could be prosecuted and banned from future events.

This event will be a great deal of fun for all involved. Keep the good times rolling by wearing sunscreen, bug spray, chapstick and drinking PLENTY of water.

### ***Retail or Nonprofit Vendors***

Before vendors are given access to the event site, a signed contract and payment-in-full is required. Please make sure that you address any questions you may have to your point of contracts prior to load in. June 25<sup>th</sup> will be a very busy day and we want to make sure you are as prepared as possible!

**Booth Supplies: Please remember that YOU SUPPLY YOUR OWN TENT/CANOPY!!!** Vendors are responsible for hanging their own banners and signage with either bungee cords or zip ties. NO TAPE! Please do not attach any signage or banners to any of the surrounding landscaping (trees, bushes, etc.). Here are some additional items that may be helpful:

- **Tarps:** If we do get some rain, tarps might be helpful in protecting your materials.
- **Scissors:** This will help in getting your banners down at load out.
- **Trash Bags:** Trash fills up quickly during the day. Please bring a trash bag that you can use throughout the event and dispose of properly that evening.

**Trash:** Please put all trash into the trash cans near your booth. For boxes, please break them down and sit them outside your booth.

**Cleaning:** It is vendors' responsibility to sweep out their booths and clean the tables within the booth. Again, when you leave, please remove all trash and place it in a trash can. In short, if you bring it in, take it with you. This park is for the use of all Cincinnatians so we don't want to leave a trace that we were here!

### ***Food Vendors***

Before Food Vendors are given access to the event site, the following items are required:

- Signed contract and payment-in-full
- **Certificate of Insurance** naming City of Cincinnati, Cincinnati Park Board, and Cincinnati Pride Inc. as additionally insured.
- Health Permit, if applicable, from the City of Cincinnati
  - If your primary location is outside of Cincinnati, and you will be prepping food locally, you will need a letter from an establishment in Cincinnati saying you can use their facility to prep food and **a copy of their 2022 health permit.**

- If you have questions, you can contact Latha Krishnan at [513-352-1424](tel:513-352-1424) or by emailing [latha.venkatakrishnan@cincinnati-oh.gov](mailto:latha.venkatakrishnan@cincinnati-oh.gov)
- Applications received less than 30 days prior to the event will not be accepted. Failure to secure the proper permits from the City of Cincinnati will result in not being permitted to vend, and no refund will be issued.
- **Food Vendors MUST be ready for an inspection from the Health Department on Saturday at 11am.** You must be fully operational by this time.
- **If you will be cooking at the event, you must also be prepared for your fire inspection by 10am.** Permit application should be submitted to [food@cincinnati-pride.org](mailto:food@cincinnati-pride.org) at least one week prior to event. Fire extinguishers should be present at all food vendor locations.
- If you have a mobile permit from another Ohio Health Department, you must have a copy of that permit with you, and prominently displayed.

### ***Food Vendor Load In:***

Food Vendors can begin loading in on Friday, June 24 at noon. Please be onsite no later than 6pm, if you are going to load in on Friday. If you miss this window, we won't be able to guarantee load in on Friday (***unless you have made other arrangements with Pride Staff***). If you have your own dolly, we suggest bringing it!

If you are a food truck, and you arrive on Friday, it will need to stay at its location until you leave the event Saturday night, after the all clear has been given by the Cincinnati Police Department.

### ***Eco-Friendly***

Vendors will be required to adhere to the following regulations. During the event, each booth will be monitored for compliance.

- Please keep plastic bags to a minimum. Styrofoam is highly discouraged.
- Serving containers and paper napkins must be compostable.
- Cups must be #1 recyclable or compostable.
- Focus on finger foods so cutlery is not needed. If you do use cutlery, it must be eco-friendly.
- Avoid condiments in packets and use squeezable bottles or 'pumps'.
- Vendors must use non-toxic cleansers.
- We strongly encourage sourcing all supplies and food **LOCALLY**.
- Finally, please break down cardboard boxes and leave behind in your booth so we can recycle.

### ***During the Event***

- **Arriving to work:** Booth employees who are arriving to work, can proceed directly to their booth. We do not require credentials in order to access the event site.
- **Getting to your booth:** Food Vehicles are not permitted in the event site on event day.
- **Grease Disposal:** Grease Disposal for Sawyer Point is located the barrels in the middle tunnel. Please dispose of your grease properly, at this receptacle.

- **Grey Water:** Grey Water for Sawyer Point is located at each vendor spot (use bucket provided to food vendors). Please dispose of your grey water properly in the bucket, then dump your bucket contents into restroom portalets. **Don't dump anything (waste water, grease, etc.) in the park, grass, flower beds, or river! This is an environmental hazard, and YOU WILL BE FINED! Cleaning of equipment must be done off site.**

**Booth Supplies:** Please bring banners for the back wall of your booth, price signs and any table linens you desire. **YOU SUPPLY YOUR OWN TENT/CANOPY!!!** Vendors are responsible for hanging their own banners and signage with either bungee cords or zip ties. NO TAPE! Please do not attach any signage or banners to any of the surrounding landscaping (trees, bushes, etc.).

- **Change:** Please bring enough change with you for the duration of the event. Cincinnati Pride will not provide change to vendors not operated by Cincinnati Pride.
- **Tarps:** If we do get some rain, tarps might be helpful in protecting your materials.
- **Scissors:** This will help in getting your banners down at load out.

**Ice:** Ice is available for purchase from the festival at \$5 per 22lb bag. Our team will stop by periodically to check on your ice needs. If you see a member in a Cincinnati Pride Staff shirt, you can also ask them to radio your needs to our team. You can NOT arrange to have your own ice vendor deliver ice to your booth.

**Beverages:** Soda/water/powerade is to be purchased through **Cincinnati Pride**. You may **NOT** bring your own bottled or canned beverages to sell at the festival! Prices for each case of beverage (regardless of type) will be \$48.00 per case! We will buy back **FULL** cases at festival conclusion (Coke, Diet Coke, Cherry Coke, Sprite, Mellow Yellow, Powerade, and water). You must pay for all product taken. **In order to create a fair sales environment, Soda and Powerade MUST be sold for \$5 per bottle, and water for \$3 per bottle.** *Every vendor at the festival, regardless of location, will sell them for this price.* We recommend getting a stock supply before the start of the event, as refilling of beverages will be very limited. As stated above, we will buy back full cases of product at the end of the event, as well as collect for any products purchased.

**Trash:** Please get all trash into the cans outside your booth. For boxes, please break them down and sit them outside your booth.

**Cleaning:** It is vendors' responsibility to sweep out their booths and clean the tables within the booth. Again, when you leave, please remove all trash, rolled roofing, etc and place it in a trash can. In short, if you bring it in, take it with you. This park is for the use of all Cincinnatians so we don't want to leave a trace that we were here!

### ***Product Guidelines and Limitations***

Vendors can only sell what has been approved by the festival. For food vendors, menu items and prices must be clearly posted. The flip side to this is that vendors cannot give away any item. So food vendors can't give away merchandise (t-shirts, hats, etc.) and merchandise vendors can't give away food and water. If there is an item that we cannot permit, we will notify you before you sign the contract and pay your entry fees.

Vendors ***may not sell bottled alcohol.*** If you would like to sell any bottled beverages, you must notify us by June 20, and purchase the product from the Festival. **NO OUTSIDE BEVERAGES** can be sold. *(with the exception of food vendors approved to sell non-alcoholic, fresh coffee, tea, juices, smoothies, etc.)*

Vendors may not sell any item with the Cincinnati Pride logo. Additionally, vendors may not sell any item with the name or image of any act performing at the festival. Drug paraphernalia, tobacco products, weapons, or studded jewelry of any kind is also prohibited.

**QUESTIONS:** If you have any further questions or concerns, please reach out to your Pride contact. We look forward to seeing you soon.

**Thank you for being a part of Cincinnati Pride!**