



Saturday, July 14, 2018

Pacific Avenue between S 9th and S 7th Streets

Call KC Bitterman 253.380.5709 with questions

- **Set-up** begins at **7:30 AM**
- **Required Check-In**
 - **ALL VENDORS** - Sponsors, Producing Partners, General Vendors, and Food trucks - will check in at the Rainbow Center (RC) booth at the corner of S 9th & Pacific Avenue.
 - You will receive your booth/space number at that time.
 - A volunteer will usher you to your designated booth location.
- **Vehicles** must be **off the street by 10:00 AM**. No private vehicles allowed in the festival area until **6:15 PM**. **No Exceptions**. Tacoma Police will be determining when the road is clear enough for vehicles to enter.
- **Traffic Flow** - Offload quickly, and move your vehicle out of the event footprint.
- **Parking** can be limited in our downtown area, so here are a few suggestions:
 - Public parking: there are several parking garages along Pacific Avenue and Commerce Street
 - Street parking: Street parking along Pacific Avenue and Commerce Street
 - Remember that you must pay to park on most streets in downtown Tacoma.
 - Tacoma Link: Park your car at the Tacoma Dome Park and Ride, located at 25th and D Street and take the light rail (the Tacoma Link).
- **Vending Operations** from **12:00 - 6:00 PM** **No Exceptions**.
 - Booths must be **set-up and ready for attendees by 11:30 AM**.

- The event officially opens at noon, with a soft open at 11:30 AM. Leaving the festival early may disrupt the event. Also, the police and fire departments will not allow vehicles inside the event footprint before the area has been cleared. Please plan accordingly.
- **Provisions** include one booth space, 10' x 10' or 10' x 20'.
 - **Each vendor is responsible for supplying their own tables, chairs, canopy, table linens, banners, etc. Don't forget!!**
 - Make sure your booth **engages the community!** You could bring games, prizes, crafts for kids (or those young at heart) to make - be creative!
- **Load Out** begins at 6:00 PM - No vehicles are allowed back on the street until after 6:15 PM.
 - **Check out before leaving** at the RC booth.
 - Each Vendor must **clean up and dispose of any trash** in their space. Failure to remove trash or other items will result in a fine.
- Each Vendor must comply with all outlined rules and expectations, as well as the City of Tacoma regulations, on the day of the event.
- Please remember, Tacoma Pride is a family-friendly event, and your booth should be appropriate for all ages!

Suggested Supplies for Vendors

- Table(s) and chair(s)
- Canopy/tent - 10' x 10' or 10' x 20' depending on agreed-upon space
- **Tent weights are required.** Gallon water jugs, cinder blocks, sand bags, etc., are acceptable to hold down your canopy in case of windy weather
- Zip ties or twine for hanging banners
- Tablecloth
- Sunblock
- Water-mister, battery-powered fan, or spray bottle to keep cool
- Water and/or thirst-quenching beverages to stay hydrated
- Fun items to draw people to your booth!

**For more information or questions, please contact
KC at kcbitterman@rainbowcntr.org or 253.380.5709**