



Capital Pride 2009 Parade/ March and Festival Information Packet

June 14, 2009

Get involved with the largest Pride event in
Upstate New York!

Contact:

Capital District Gay and Lesbian Community Council

PO Box 131

Albany, NY 12201

518/462.6138

www.cdglcc.org

CAPITAL DISTRICT
PRIDE ▼ GROWTH ▼ STRENGTH

Gay & Lesbian Community Council, Inc.

518.462.6138 | fax: 518.462.2101 | PO Box 131, Albany, NY 12201

Capital Pride 2009



SUNDAY June 14, 2009
11am-6pm Washington Park, Albany

Thank you for your interest in participating in the Capital Pride 2009 Parade/March and Festival in Washington Park in Albany!

This year marks the 40th Anniversary of the Stonewall Riots in New York City, the birth of the modern gay rights movement. This year's Pride celebration will be bigger than ever, and with over 6000 people participating last year, there are sure to be close to 10,000 people celebrating in 2009!

SCHEDULE

The Capital Pride Parade/March steps off from Washington Park at 12p Noon on Sunday June 14. The Festival, "Pride in the Park," opens by 11:30AM.

Booths must be torn down, and off the festival grounds no later than 6:00 PM.

INCLUDED IN THIS PACKET:

Festival Information Sheet and Registration Form

Parade/March Information Sheet and Registration Form

Food Vendor Information Sheet and Registration Form

Pride Guide Advertising Information and Ad Contract

**Capital Pride 2009 is produced by the Capital District Gay and Lesbian
Community Council.**

Capital Pride 2009 Festival Registration

SUNDAY June 14, 2009

11am-6pm Washington Park, Albany

Please keep this sheet as it will answer most questions you may have as the festival approaches.

- The deadline for entries is Friday May 22, 2009.
- **No registrations will be allowed the day of the festival.**
- The exhibitor locations will be determined in advance. Please register early for special requests (all requests may not be able to be honored).
- All exhibitors must check in the day of the festival by 10:00 AM.
- Your exhibitor location will be given to you when you check in.
- All vehicles **MUST** be removed from the parade grounds by 11:00 AM.

There will be no parking on the festival grounds.

- All exhibitors must supply their own power. No electricity will be provided.
- Exhibitors may not have music or sound systems at their booths.
- Exhibitors may not sell any food or beverages without pre-approval by the CDGLCC office.
- We encourage all exhibitors to participate in a manner that reflects the diversity within our community. This includes appropriateness for all age groups. Good taste and good fun are the order of the day.
- We kindly ask that you leave your pets at home for their safety and the safety of all of our participants.
- The festival will be held rain or shine.
- All exhibitors must clean up their booth location and dispose of their own trash in appropriate containers.
- Anyone found in violation of these rules, or any city or state law, or the CDGLCC vision or mission will be asked to leave immediately.

SCHEDULE

The Capital Pride Festival, "Pride in the Park," will be held Sunday, June 14, 2008. Exhibitor booths are to be open by 11:30AM. Booths must be torn down and off the festival grounds no later than 6:00 PM.

PARTICIPATION AND REGISTRATION

Registrations are due by mail or in person by Friday May 22, 2009. Please mail to CDGLCC, P.O. Box 131, Albany, NY, 12201. In person, registrations may be delivered between 10:00 AM and 5:00 PM, Monday through Friday to the CDGLCC, 332 Hudson Avenue, Albany, NY 12210.

No confirmations will be sent out in advance. Please consider your registration accepted. If you would like to check on the status of your registration please email Aaron at aholbriter@cdglcc.org.

No exhibitors will be permitted in the festival unless they have registered in advance.

EXHIBITOR REGISTRATION FEES: Per Vendor Space

Business	\$200.00
Non-profit Organization	\$35.00
Premium Location	\$250.00 (corner booths, as available)

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ALL fees are due with your registration form. Booth space WILL NOT be assigned without proper registration and payment. The booth space will be approximately 8' by 8'. ALL exhibitor booths are set up under one large tent, so individual tents are not able to be accommodated. If you have any special space needs or requests please submit them to Aaron at aholbriter@cdglcc.org. We will make every effort to accommodate everyone's needs, but space is limited and not all requests will be able to be honored.

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Capital Pride 2009 Festival Registration

SUNDAY June 14, 2009
11am-6pm Washington Park, Albany

Business/Organization/Group: _____

Address: _____

City, State, Zip: _____

Contact Name and Title: _____

Day Phone: _____ Evening Phone: _____

Email: _____ Fax: _____

Day-Of Contact Name (if different): _____

Day-of Phone: _____

Number of Spaces Needed: (Pricing per vendor space) _____

Description of vendor/exhibit space: _____

If your space requires special services, please explain below: (No electricity will be supplied. We cannot guarantee any services.)

I have read the Festival Information Sheet and agree to follow all rules and regulations regarding Capital Pride 2009 Pride Festival. (Please sign below)

Organizational Representative: _____

Printed Name: _____

Date: _____

Day-of Contact Signature (if different): _____

Printed Name: _____

Date: _____

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ALL fees are due with your registration form. Booth space WILL NOT be assigned without proper registration and payment. The booth space will be approximately 8' by 8'. ALL exhibitor booths are set up under one large tent, so individual tents are not able to be accommodated. If you have any special space needs or requests please submit them to Aaron at aholbriter@cdglcc.org. We will make every effort to accommodate everyone's needs, but space is limited and not all requests will be able to be honored.

Capital Pride 2009 Parade/March Registration

SUNDAY June 14, 2009

11am-6pm Washington Park, Albany

Please keep this sheet as it will answer most questions you may have as the parade approaches.

The deadline for entries is Friday, May 22, 2009.

- **No entries will be allowed the day of the parade!**
- The sequence of groups is determined in advance.
- All groups must check in the day of the parade by 10:00 AM.
- Your registration number will be given to you when you check in.
- Prizes will be awarded. The award winners will be announced during the "Pride In The Park" Festival, which immediately follows the parade. More information on awards will be posted on [ww.cdglcc.org](http://www.cdglcc.org).
- We kindly ask that you leave your pets at home for their safety and the safety of all of our participants.
- The parade will be held rain or shine.

SCHEDULE

This year's Capital Pride Parade/March will be held on Sunday, June 14, 2009. All groups must check in the day of the parade by 10:00 AM. The parade will start promptly at 12:00 PM. The Parade will be held rain or shine.

PARTICIPATION AND REGISTRATION

Registrations are due by mail or in person by May 22, 2009. Please mail to CDGLCC, P.O. Box 131, Albany, NY, 12201. In person, registrations may be delivered between 10:00 AM and 5:00 PM, Monday through Friday to the CDGLCC, 332 Hudson Avenue, Albany, NY 12210.

No confirmations will be sent out in advance. Please consider your registration accepted. If you would like to check on the status of your registration please email Aaron at aholbriter@cdglcc.org.

No groups or floats will be permitted in the parade unless they have registered in advance.

REGISTRATION FEES: Individual/Business/Organization*	Float (each)	\$150.00
	Vehicle Entry (each)	\$125.00
	Motorcycles (each)	\$20.00
	Walking Entry (group)	\$50.00

*Non-Profit Organizations: No charge for entry but *registration forms must be submitted*

PARADE ROUTE/MARSHALS:

Please do not interrupt the flow of the parade with any activity (dancing, etc.). Performances must be performed within the movement of the parade. All units must continue in the line of march to its completion point for judging. All floats are to line up in order along the Parade Ground access road. Walking entries will be directed to the festival grounds. The floats should be available for viewing until 1:00 PM. All floats must be removed from the Festival and Park by 5:00 PM. Please be mindful to clean up and not litter along the parade route (this includes the throwing of items towards the spectators during the parade) or in Washington Park.

The parade will have marshals to ensure the flow of the parade. Marshals will be designated as event staff. Please follow all instructions provided by the marshals. Anyone found to be in violation of any city laws or the CDGLCC mission and vision will be removed from the parade. Please keep in mind that good taste and good fun are the order of the day. **Consumption of alcohol is not allowed during the parade.**

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Business/Organization/Group: _____

Address: _____

City, State, Zip: _____

Contact Name and Title: _____

Day Phone: _____ Evening Phone: _____

Email: _____ Fax: _____

Day-Of Contact Name (if different): _____ Day-of Phone: _____

Entry Information: _____ **Sponsor:** _____

Entry Type: (please circle one) **Float** **Walking** **Other: (explain)**

Business **Nonprofit**

TOTAL FEE: _____

Float size: (LxWxH)

Playing Music?

Sound system?

Please describe your entry:

I have read the Information Sheet and agree to follow all rules and regulations regarding Capital Pride 2009 Pride Parade/March. (Please sign below)

Organizational Representative: _____

Printed Name: _____ **Date:** _____

Day-of Contact Signature (if different): _____

Printed Name: _____ **Date:** _____

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ALL fees are due with your registration form. Please enclose check and Registration form and send to: CDGLCC PO Box 131, Albany, NY 12201 ATTN Capital Pride.

Capital Pride 2009 Food Vendor Registration

SUNDAY June 14, 2009
11am-6pm Washington Park, Albany

Please keep this sheet as it will answer most questions you may have as the parade approaches.

The deadline for entries is Friday, May 22, 2009.

- **No registrations will be allowed the day of the festival.**
- The vendor locations will be determined in advance. Please register early for special requests (all requests may not be able to be honored).
- Vendors must check in the day of the festival by 10:00 AM. Your vendor location will be given at check in.
- Vehicles **MUST** be removed from the parade grounds by 11:00 AM, no parking on the festival grounds.
- All vendors must supply their own power. No electricity will be provided.
- Vendors may not have music or sound systems at their booths.
- **VENDORS MAY NOT SELL WATER**, as the CDGLCC will be selling water as a fundraiser.
- We encourage all vendors to participate in a manner that reflects the diversity within our community. This includes appropriateness for all age groups. Good taste and good fun are the order of the day.
- The festival is held rain or shine.
- All exhibitors must clean up their booth location and dispose of their own trash in appropriate containers.

SCHEDULE

The Capital Pride Festival, "Pride in the Park," will be held Sunday, June 14, 2009. Vendor booths are to be open by 12:00 PM. Booths must be torn down, and off the festival grounds no later than 6:00 PM.

PARTICIPATION AND REGISTRATION

A limited number of food vendors spots are available. Registrations are due by mail or in person by May 22, 2009 but you are encouraged to submit early to reserve your place. Please mail payment, registration form, and sample menu for the day to: CDGLCC, P.O. Box 131, Albany, NY, 12201. In person, registrations may be delivered between 10:00 AM and 5:00 PM, Monday through Friday to the CDGLCC, 332 Hudson Avenue, Albany, NY 12210. Registrations will be confirmed by June 4, 2009. If you would like to check on the status of your registration please email Aaron at aholbritter@cdglcc.org.

No vendors will be permitted at the festival unless they have registered in advance.

REGISTRATION FEES (per 8x8 vendor space)- \$200 for first space, \$100 for each additional space
Additional spaces can be reserved if available, please register early, and we will try to accommodate requests.

LICENSING AND PERMITS

All food vendors must display a valid Health Department Permit and be licensed in food service. All vendors must display proper certificate of authority in accordance with the laws of New York State, Albany County, and the City of Albany.

The CDGLCC reserves the right to revoke a registration or remove a vendor from the festival grounds at any time.

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Business/Organization/Group: _____

Address: _____

City, State, Zip: _____

Contact Name and Title: _____

Day Phone: _____

Evening Phone: _____

Email: _____

Fax: _____

Day-Of Contact Name (if different): _____

Day-of Phone: _____

Number of Spaces Requested: _____

(Fee: \$200 for first 8x8 space, \$100 each additional space)

Festival Menu will include: (please enclose sample with prices)

Please describe additional details for your space (generator, displays, etc):

TOTAL FEE: _____

I have read the Information Sheet and agree to follow all rules and regulations regarding Capital Pride 2009 Pride Festival. (Please sign below)

Organizational Representative: _____

Printed Name:

Date:

Day-of Contact Signature (if different): _____

Printed Name:

Date:

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Community Council.**

ALL fees are due with your registration form. Please enclose check, registration form, and sample menu and send to: CDGLCC PO Box 131, Albany, NY 12201 ATTN Capital Pride.

Capital Pride 2009 Pride Guide Advertising

Capital Pride 2009 June 4-14, 2009

Capital Pride is the largest gay, lesbian, bisexual and transgender pride celebration in Upstate New York. With over 6000 attendees at the Pride Festival in Washington Park, and over 2000 people attending events throughout the ten days, Capital Pride has grown to be a premier event.

We invite your business to be a part of Capital Pride 2009 by advertising in our Pride Guide. The full-size, magazine format publication is mailed to 3000 households directly and dropped throughout the Capital Region in May and June. Readers regard the businesses that are in the Pride Guide as leaders in the community and the Guide is great exposure for your company with a key demographic.

Ad Rates

Page Size	Image Dimensions	Price
Full Page (vertical only)	7.5" wide x 10" tall	\$400
Half Page (horizontal only)	7.5" wide x 4.75" tall	\$250
Quarter Page (vertical only)	3.5" wide x 4.75" tall	\$175
Eighth Page (horizontal only)	3.5" wide x 2.125" tall	\$125
Color Charge		\$30 additional per ad
Premium Placement (first 5 pages)		\$50

AD SPECIFICATIONS:

All ads should be submitted as an electronic file, no hard copy ads will be accepted. Acceptable formats: PDF, In-Design, Illustrator, or Photoshop, with fonts embedded and PC compatible. Image resolution 300dpi or better. Ads that are not in the correct format by the deadline will not be run. Ads that require adjustments or redesign are subject to a \$20 charge. If you have questions regarding these specifications, please call Aaron Holbriiter at 518/462.6138 or email Aaron at aholbriiter@cdglcc.org.

PAYMENT IS DUE WITH RECEIPT OF THE SIGNED AD CONTRACT.

DEADLINE FOR SUBMISSION: March 15, 2009

Ads will not be placed without contract and payment.

Please complete the enclosed form and return with payment to:
CDGLCC Po Box 131 Albany, NY 12201 ATTN Capital Pride

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Capital Pride 2009 Pride Guide Advertising

Advertising Contract

Thank you for your interest in advertising in the Pride Guide!
Please complete the information below and send the completed form, along with payment, to:

Capital District Gay and Lesbian Community Council
PO Box 131 Albany, NY 12201
ATTN Capital Pride

Ad Rates

Page Size	Image Dimensions	Price	Please indicate choice
Full Page (vertical only)	7.5" wide x 10" tall	\$400	
Half Page (horizontal only)	7.5" wide x 4.75" tall	\$250	
Quarter Page (vertical only)	3.5" wide x 4.75" tall	\$175	
Eighth Page (horizontal only)	3.5" wide x 2.125" tall	\$125	
Color Charge		\$30 additional per ad	
Premium Placement (first 5 pages)		\$50	

Business/Organization/Group: _____

Address: _____

City, State, Zip: _____

Contact Name and Title: _____

Day Phone: _____ Email: _____

Authorized Representative Signature: _____

Printed Name: _____ **Date:** _____

PAYMENT IS DUE WITH RECEIPT OF THE SIGNED AD CONTRACT.

DEADLINE FOR SUBMISSION: March 15, 2009

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