

2024 PARADE & FESTIVAL CHECKLIST AND RULES

WHERE/WHEN:

- PARADE START TIME: June 1 at noon . Parade will begin promptly at noon and is expected to last 90 minutes.
- FESTIVAL LOCATION: Maryland Hall for the Creative Arts (801 Chase Street) and Bates Athletic Complex (935 Spa Rd.)
- FESTIVAL TIME: June 1, 2024 from noon- 5 pm - FREE and open to the public.

PARADE PARTICIPATION:

1. All parade participants must register and pay the participation fee by May 22 and complete the below items:
 - a. Register number of marchers and vehicles, including towed trailers.
 - b. Read and sign:
 - i. [City of Annapolis Parade Safety Rules, Agreement & Certification](#)
 - ii. [Annapolis Pride Waiver of Liability](#)
 - iii. Submit a brief announcer statement in Salesforce - no more than 75 characters - by May 24.
 - c. Review the [City of Annapolis Participant Parade Safety Checklist](#)
2. **PARADE CHECK-IN:** Check-in will be on the corner of Newman and Compromise streets. All parade vehicles must come down Duke of Gloucester Street to access the parade check-in - this includes trailers, motorcycles, floats, vehicles, etc. Larger vehicles, floats, and trailers should come down St. Mary's Street and turn left onto Compromise Street to approach the check-in area (St. Mary's Street is wider). This is where all vehicles, and group leaders, will be required to check-in before they continue on to the staging area.
3. Groups will be notified the week prior of their designated check-in time.
4. The parade route is roughly 1.2 miles and follows Main Street from the Annapolis City Dock, down West

Street to Amos Garrett Boulevard.

5. **Parade Route End:** At the end of the parade route, units will make a left on Amos Garrett Street and proceed to the corner at Constitution Ave where parade officials will aid in disbanding units for road safety.

PARADE RULES:

1. Participants will be required to sign [a waiver of liability and agreement](#) for Annapolis Pride Inc. and the [City of Annapolis Parade Safety Rules, Agreement & Certification](#). City of Annapolis Parade Marshals will require at least one participant from each group to sign this agreement the day of the event and comply with all rules and requirements.
2. **NO** firearms, discharging of firearms, fire or pyrotechnics of any kind are allowed.
3. **NO** smoking, vaping, use of illegal drugs, or alcohol consumption is permitted on the parade route or in the setup areas.
4. **NO** throwing of items to spectators, items must be handed to spectators.
5. **NO** signs or floats with vulgar or explicit language/images will be allowed.
6. **NO** glitter, confetti, powder, or other fine particles that can pollute our waterways.
8. Participants must abide by all local laws.
9. All units must give way to emergency vehicles.

Annapolis Pride Inc reserves the right to place any further restrictions not covered by this document as may be required to comply with any state or local law, regulation or policy in effect or which Annapolis Pride Inc feels necessary to promote or protect the purpose of the event. If you have questions, please contact info@annapolispride.org.

FESTIVAL PARTICIPATION

- **FESTIVAL LOCATION:** Maryland Hall for the Creative Arts (801 Chase Street) and Bates Athletic Complex
- **FESTIVAL TIME:** June 1 from noon -5pm - FREE and open to the public.

All parade participants must register and pay the participation fee by May 22nd and complete the below items:

- Read and sign [Annapolis Pride Waiver of Liability](#)
- **FOOD VENDORS MUST PROVIDE A VALID ANNE ARUNDEL COUNTY HEALTH DEPARTMENT CERTIFICATE FOR FOOD PREPPED ON OR OFF SITE**

1. **Check-in/Start Time:** You can begin to check in and set up at 9am. Vendor locations will be made available at the Annapolis Pride check-In tent in the corner of Lot B at Maryland Hall. Vehicles can be

driven up to vendor locations at Maryland Hall. For vendors located on the Bates Athletic Complex you will need to unload in the adjacent parking lot, directly next to the field. The festival opens at noon. Exhibitors must be set up by 11am – 1 hour prior to the festival start time.

2. **BREAKDOWN** begins at 5pm. Vehicles can be moved into and near vendor locations after 5pm or when deemed safe for vendors on the Maryland Hall property. **For vendors setting up on the Bates Athletic Complex, you will not be able to drive onto the field or track. Materials must be carried onto the field from the parking lot that is directly adjacent to the field.** Please email info@annapolispride.org if you have any questions or concerns.

3. Exhibitors are responsible for providing their own tent, tables, chairs, and booth needs. **Please be sure to have the proper weights (40 lbs per tent leg) on your tent or umbrella.** Here is an article to help you select the best weight options for your tent. [Check it out by clicking here.](#)

4. Vendors are encouraged to arrive early between 9-10am to find parking in the nearby parking garages. Parking will not be available at Maryland Hall. The two closest parking garages are listed below:

- [Park Place Garage](#)
- [West Garrett Garage](#)

To see the complete list of parking options in the Downtown Annapolis area, visit:

<https://www.annapolisparking.com>

5. **Security:** If you have a question or concern during the festival. Please contact a security person. For an emergency, please call 911.

6. **First Aid:** There will be a medical tent with trained staff and basic first aid. For serious matters 911 should be called.

7. **What to Bring:** All spaces are 10x10, open-air. Vendors must provide all supplies including tents, umbrellas, tables, chairs, duct tape, tent weights, etc.

8. **Food:** Multiple food trucks will be located in all areas of the festival on both the Maryland Hall property and the Bates Athletic Complex.

9. **Port-a-potties** will be located in all areas of the festival on both the Maryland Hall property and the Bates Athletic Complex.

10. **Rain Day:** This is a rain or shine event. If the festival is canceled due to severe weather or any other reason, it will be announced via email and on our website and social media pages. Sponsorship donations and payments for parade and festival participation are non-refundable.

11. **Lost and Found** will be at the Annapolis Pride booth at the corner of Lot B on the Maryland Hall property. Contact info@annapolispride.org for lost items.

12. **Day of Contact:** Your group leader will be provided with a contact for the day of the event.

FESTIVAL RULES:

1. **It is required that each tent leg or umbrella have at least 40 pounds of weight.** Have extra weights on hand for days calling for windy conditions or thunderstorms. Tents without proper weights are a safety violation and will not be allowed.

2. **NO** fire, firearms, discharging of firearms, or pyrotechnics of any kind are allowed.
3. **NO** signs or displays with vulgar or explicit language/images will be allowed.
4. **NO** glitter, confetti, or other fine particles that can pollute our waterways.
5. Participants must abide by all federal, state, and local laws.
6. **Booth Assignments** will be available at the Annapolis Pride check-in tables in Lot B at Maryland Hall. Booth locations are subject to change without notice.
7. **Clean-up:** Do not fill City of Annapolis trash cans. Please bring your own trash bags and take your trash with you. Exhibitors are responsible for the complete removal and disposal of all your trash.

Annapolis Pride Inc reserves the right to place any further restrictions on use of assigned space covered by this document as may be required to comply with any state or local law, regulation or policy in effect or which Annapolis Pride Inc feels necessary to promote or protect the purpose of the event. If you have questions, please contact info@annapolispride.org.

8. **Parking: Parking will not be available at Maryland Hall or the Bates Athletic Complex**
 - The closest parking garages are:
 - [Park Place Garage](#)
 - [West Garrett Garage](#).
 - USNA Stadium - \$10 for all day parking
 - Enter through Gate 5 located at 511 Taylor Avenue. A free shuttle service with ADA accessibility will be provided courtesy of Annapolis Pride.
 - To see the complete list of parking options in the Downtown Annapolis area, visit: <https://www.annapolisparking.com>

FESTIVAL/SHOW TIPS:

1. Remember some basic comfort items and check the weather. Bring water and coolers for your volunteers, sunscreen, chairs, etc. A tent is highly recommended for the shade. Paper weights will be necessary for pamphlets if it is windy.

HELP PROMOTE!

We appreciate you helping to promote the Annapolis Pride Parade & Festival to your friends, family, colleagues, patrons, industry peers via your website, social media, Facebook, X, Instagram, email, etc. If you are on Facebook please share the event link below. Tag #AnnapolisPride