

## 2013 Boston Pride Festival - Rules and Regulations

PLEASE READ THE FOLLOWING RULES & REGULATIONS IN THEIR ENTIRETY BEFORE SUBMITTING AN APPLICATION.

### Introduction

Welcome to Boston Pride Festival 2013! We are so glad you are joining us this year! Below is an overview of the code of conduct for all exhibitors as well as general rules and regulations, many of which incorporate policies set forth by the City of Boston. Compliance with the code of conduct, rules, and regulations is mandatory. If there are questions or concerns regarding the information set forth in this document, please contact the Festival Sub-committee at [festival@bostonpride.org](mailto:festival@bostonpride.org) as soon as possible. In order to ensure an event that is enjoyable for everyone, including exhibitors, volunteers, committee members, performers, and visitors, festival exhibitors (those who rent booth space) are asked to follow all instructions from Boston Pride Committee, its volunteers, the City of Boston, and law enforcement officials during the festival. Organizations or individuals that do not follow these guidelines may be subject to removal.

Boston Pride Festival is a Rain or Shine event that will be held Saturday, June 8, 2013 on Boston City Hall Plaza in Government Center in Downtown Boston. Exhibitors are encouraged to connect with Boston Pride on our website, by Facebook, Twitter, and the Boston Pride smartphone app for any last-minute updates. Connect with us here: <http://www.bostonpride.org>. As noted below, Check-in occurs between 7:00am – 9:30am. Exhibitors will not be permitted access after Check-in closes at 9:30am. Exhibitors are expected to have booth space prepared by 11:00am.

### Boston Pride Code of Conduct

Exhibitor booths are expected to be inclusive of and sensitive to the diversity of our community and audience at the festival. Materials or exhibits that are potentially offensive will not be permitted. If such materials or exhibits are discovered the day of the festival, exhibitors will be requested to remove these items at once. In such cases, exhibitors may be asked to leave without a refund at the discretion of the Boston Pride Committee, City Hall, and/or the City of Boston. Staying true to the mission of Boston Pride, Boston Pride Festival is an inclusive event where homophobia, transphobia, racism, sexism, discrimination based on age, class, national origin, language spoken, or any other form of harassment, discrimination, or insensitivity (including negative remarks towards any group) will not be tolerated.

Community members from across New England, the United States, Canada, and other countries across the world visit Boston Pride Festival for a variety of reasons: to celebrate, to advocate, to enjoy oneself, to encounter solidarity, make new friends, to showcase a business or organization, to support friends and family, to reach out to a diverse community, or most importantly, to show pride in a safe and

welcoming environment. Boston Pride Committee respects the right of all participants (exhibitors, volunteers, visitors, etc.) to be as expressive as they choose within reason, as long as there is no discrimination, harassment, or breaking of laws or ordinances. Please bear in mind however that Boston Pride Committee is not a law enforcement agency and does not operate as a law enforcement agency. The committee does not endorse or encourage illegal behavior by any exhibitors, visitors, volunteers, or other event stakeholders. If there are any concerns during the festival, exhibitors may contact a volunteer and request to speak with the Festival Chair or a Committee Member.

Boston Pride Committee is the permit holder during the festival and reserves the right to deny participation, registration, and/or check-in to any group or individual that may be considered unacceptable to participate by the rules of such permit and the city. Boston Pride Committee abides by all Massachusetts laws and City of Boston ordinances governing public decency. Individuals, organizations, or groups that violate these laws may be requested to leave the event.

Boston Pride is a strong supporter of expressionism in the community. Attempts to censor the expression of others or other forms of free speech will not be tolerated. As stated above however, Boston Pride Festival is an outdoor, public event on City Hall Plaza and all participants must abide by all laws and ordinances governing public decency. Exhibits must not be offensive or discriminatory.

Boston Pride Festival is a public event that is attended by children and families as well. As a result, certain regulations apply for organizations or other exhibitors that desire to display, sell, or otherwise distribute materials or other items adult in nature (18+). If an exhibitor chooses to display, sell, or otherwise distribute these items, (s)he must state so in the appropriate field when registering online and contact the Festival Sub-committee at least one week in advance of the festival. In general, these items are permitted, but exhibitors are responsible for completely enclosing the booth space, ensuring such items are not readily visible to passers-by, especially minors. Please bear in mind that this involves a city ordinance and must be discussed in advance.

## **Festival Rules and Regulations**

In addition to the guidelines above, by participating in Boston Pride Festival, exhibitors agree to the following:

1- Contract for Space. The application submitted for booth space, accompanied by full payment, constitutes a contract for the right to use exhibitor space for June 8, 2013 only. While exhibitors are invited to make requests with regard to booth space location, as permit-holder of this event, Boston Pride Committee reserves the right to make space assignment determinations that are in the best interests of the festival and community. Requests must be made at least two weeks prior to the event (email [festival@bostonpride.org](mailto:festival@bostonpride.org)) and cannot be guaranteed. Boston Pride Festival is a Rain or Shine event. No refunds will be given under any circumstances.

Contract space includes the tented "booth" space and five feet in front of that space only. Vendors are not permitted to do any solicitation outside of this space. This includes canvassing, distributing

materials, or selling goods, among other activities. Such activity is permitted inside the booth and within the five feet space in front of the rented booth only. Please contact the Festival Sub-Committee at [festival@bostonpride.org](mailto:festival@bostonpride.org) before the day of the event with any questions regarding this matter.

**Stickers:** The free distribution of stickers is not permitted by Boston Pride Committee, City Hall, or the City of Boston. Clean-up fees charged by the City of Boston to remove stickers from public areas, buildings, plazas, etc., will be passed along to the appropriate exhibitor.

**Food & Beverage:** The sale or distribution of ANY food or beverage is STRICTLY PROHIBITED, except by those who registered as food vendors. This includes water and soda. If you have any questions or are interested in becoming an Official Festival Food Vendor, please contact the Festival Sub-committee at [festival@bostonpride.org](mailto:festival@bostonpride.org) prior to the festival.

**Raffles:** Exhibitors are not permitted to pull the winner of a raffle on-site at the festival.

2- Payment for Space. Applications for booth space must be accompanied by a check or online credit card payment made payable to the Boston Pride Committee in U.S. funds, for 100 percent of the exhibitor space. Check payments must be postmarked by the end date of the registration time-period in which the application is submitted. Should payment be postmarked after the deadline, Boston Pride Committee reserves the right to collect the difference in fees. All exhibitors must be paid in full no later than May 24, 2013.

Boston Pride Committee has a NO REFUND policy for paid registrations. Upon cancellation, exhibitors may request a receipt denoting the amount of their registration as a donation to Boston Pride.

3- Confirmation. Each exhibitor will receive a confirmation letter or email regarding application acceptance upon completing online registration. If confirmation is not received prior to May 24, 2013, please contact the Festival Sub-committee as soon as possible at [festival@bostonpride.org](mailto:festival@bostonpride.org).

#### 4a- Check-in with Vehicle.

Access is restricted to 2-axle vehicles only. Enter the Plaza from Cambridge Street and exit only via Court Street. Festival staff and posted signage will be available to direct you on and off the Plaza.

Booth space will be ready for exhibitors on City Hall Plaza no later than 7:00am on Saturday June 8, 2013. Check-in closes promptly at 9:30am. Late Check-in is not permitted and your space may be re-assigned if not occupied. No refunds will be given if unable to register on-time. It is extremely important that all exhibitors arrive on-time to allow staff and city officials sufficient time to perform necessary inspections. For exhibitors that are also participating in the parade, it is important to note that these same check-in guidelines apply. It is suggested that one person from each organization be designated as a festival contact and remain on-site during the check-in process and morning, even though the parade is going-on.

Temporary vehicle access for set-up onto City Hall Plaza is available for a separate fee and must be requested in advance. If an exhibitor requests temporary vehicle access, this must be requested during online registration or at least two weeks prior to the event. Exhibitors will be given a temporary Vehicle

Access Pass at Check-in. Space is limited and is on a first come, first serve basis. For those who request vehicle access, a 15-minute check-in time period will be pre-assigned and emailed during the weeks prior to the event. Please bear in mind that as permit-holder of the event, Boston Pride Committee reserves the right to assign times that are in the best interests of the committee and city officials. Arrival times are strictly enforced and no vehicles will be allowed access to the Plaza before or after the scheduled arrival time. If granted vehicle access, exhibitors are responsible for following the direction of volunteers and Boston Pride Committee as vehicles are only permitted to drive in certain areas. After set-up, exhibitors are responsible for securing their own parking at their own expense off-site. No parking is available on the plaza or otherwise included.

4b- Check-in without Vehicle. Booth space will be ready for exhibitors on City Hall Plaza no later than 7:00am on Saturday June 8, 2013. Exhibitors are welcome to check in any time during this window until 9:30am. Check-in closes promptly at 9:30am. Late check-in is not permitted and unoccupied space may be re-assigned. No refunds will be given if unable to register on-time. Exhibitors without a vehicle will not be subject to a specific arrival time, however exhibitors must register between 7:00am- 9:30am. Exhibitor check-in will not be accepted after 9:30am. It is extremely important that all exhibitors arrive on-time to allow staff and city officials sufficient time to perform necessary inspections. For exhibitors that are also participating in the parade, it is important to note that these same check-in guidelines apply. It is suggested that one person from each organization be designated as a festival contact and remain on-site during the check-in process and morning, even though the parade is going-on. All exhibitors are encouraged to arrive early. Exhibitors are responsible for securing their own parking at their own expense off-site. No parking is available on the plaza or otherwise included.

5- Installation. Exhibitors may begin installation immediately following check-in. Installation must be completed by 11:00am. Exhibitors are expected to assemble stations with the help of their own staff or volunteers. In the event special assistance is needed, please contact the Festival Sub-committee at [festival@bostonpride.org](mailto:festival@bostonpride.org) at least one week prior to the event. Questions on the day of the event may be directed to Boston Pride volunteers. Unfortunately, Boston Pride is not able to accept deliveries by exhibitors or their counterparts ahead of the festival. All exhibitors must independently arrange for the shipment of their own supplies or merchandise, if applicable.

6- Tables and Chairs. At Check-in, a \$20 cash deposit will be required in order to occupy contracted space and equipment. Exhibitors will be issued a receipt, which must be taken to the table and chair distribution area to receive equipment. Exhibitors are required to retain this receipt during the festival as it will be needed after the festival concludes at 6:00pm. Exhibitors must return equipment in the condition in which it was given. If equipment is returned undamaged and booth space is clean, the \$20 deposit will be returned. Please remember that this is a Rain or Shine event. All businesses and organizations are requested to staff booths and remain available to the community until 6:00pm. If an exhibitor chooses to leave before that time, the \$20 deposit will be retained by Boston Pride Committee as a tax-deductible donation. Unfortunately, there are no exceptions to this rule.

7- Dismantling. Boston Pride Festival ends at 6:00pm on Saturday June 8, 2013. Due to permitting

restrictions, exhibitors must terminate all business at this time. Each exhibitor is required to clean booth space and leave the premises in the same condition as they were found. Exhibitors must bring their own cleaning supplies if needed. If booth space is not cleaned, a maintenance fee will be billed to the appropriate exhibitor organization.

If vehicle access is required for breaking down booth space, it must be purchased at the time of registration.

8- Liability. Neither Boston Pride Committee, nor any of its officers, staff members, volunteers, or the City of Boston shall be responsible for the safety of the property of the exhibitors from theft, damage by fire, accident, or any other cause whatsoever. All exhibitors are required to hold and present an insurance policy that lists both Boston Pride Committee and the City of Boston as additionally insured prior to the event. A copy of the certificate of liability insurance must be submitted to the Festival Subcommittee at [festival@bostonpride.org](mailto:festival@bostonpride.org) as soon as possible after completing online registration. This certificate must be received no later than May 24, 2013. If an appropriate certificate meeting all the requirements set forth in this paragraph is not received by that time, a \$250 fee will be assessed at Check-in the day of the event. All exhibitors are responsible for ensuring the certificate is submitted on-time and received by Boston Pride Committee.

9- Use of Space. Booth space and all exhibits must conform to prevailing applicable regulations of the City of Boston Fire Department and Inspectional Services Department. If desired, exhibitors may request a copy of these regulations by contacting the City of Boston before the day of the event.

10- Restrictions in Operation of Exhibit. The City of Boston, City Hall, and/or Boston Pride Committee reserve the right to restrict exhibits that become objectionable for any reason, including but not limited to noise, method of operation, or materials. The City of Boston, City Hall, and/or Boston Pride Committee also reserve the right to prohibit any exhibit which, in the opinion of the City of Boston, City Hall, and/or the Boston Pride Committee, may detract from the general character of the festival as a whole. This reservation includes people, things, conduct, printed materials, or anything of a character which the City of Boston, City Hall, and/or the Boston Pride Committee determines is objectionable to the exhibit or the festival. Please direct questions regarding this policy to the Festival Sub-committee at [festival@bostonpride.org](mailto:festival@bostonpride.org) prior to the day of the festival.

11- Communicating with the hearing impaired at Pride: Ten percent of the population in the United States is hearing impaired, including thousands in Greater Boston. In order to ensure inclusivity, Boston Pride Committee requests that exhibitors provide information in both visible and written format. If selling merchandise or clothing, businesses may choose to use posters, banners, brochures, or other signs to mark prices and sizes. Exhibitors may consider providing a laminated menu or sample items of different sizes marked with prices. Exhibitors may also choose to have pen and paper available in order to ensure effective communication. Cooperation with this request is greatly appreciated.

Thank you very much for your compliance with the code of conduct, rules, and regulations set forth in this document. We are delighted to have you participate with us this year! Please contact the Festival Sub-committee at [festival@bostonpride.org](mailto:festival@bostonpride.org) with any questions as soon as possible.

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