2023 Twin Cities Pride Festival

this deck, route maps, and recordings of sessions available at https://tcpride.org/vendor-faq/

VENDOR LOAD-IN

May 21 & 25, 2023

Derrick Strom (He/Him)
Event Vendor Manager
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Agenda

- Hours of Operations
- Theme
- Packet Pickup - June 14, 15, 17
- Proof of Insurance COI & ST-19
- Wifi
- Safety Briefing
- Vendor Info
- Load-in Route Maps & Queues
- Load-Out Instructions
- Q&A
2023 Twin Cities Pride Festival Attendance Estimate

2023 Attendance Estimate:

- Festival & March attendance estimate at 500k - 600k
- 500+ food & booth vendors & sponsors
- 625+ booths in Loring Park / MN Sculpture Garden
Hours of Operation - 2023 Pride Festival

Minneapolis Sculpture Garden

June 23-25, 2023 (2.5 days) in Parade Park (Beer & Wine Dabbler)

Program:
- Beer Dabbler (fri) / Wine Dabbler (sun) (DJ)
- Volleyball tournament (sat)
- Art Activations
- Artist, Booth Vendors & Food Vendors

Operations:
- FRIDAY 23rd  4:30 PM - 9:30 PM
- SATURDAY 24th  10 AM - 7 PM
- SUNDAY 25th  10 AM - 6 PM

Loring Park

June 24-25, 2023 (2 days) in Loring Park (Beer Garden)

Program:
- 4 Entertainment Stages
- Pickleball tournament (Sat)
- Programming for everyone
- Booth Vendors & Food Vendors

Operations:
- SATURDAY 24th  10 AM - 7 PM
- SUNDAY 25th  10 AM - 6 PM
2023 Twin Cities Pride Festival Theme

It is more important than ever to understand and act with intentionality and purpose, highlighting our different voices while bringing other marginalized communities with us.

Inclusion is one of our core values - we will make space for people to show up as they are, amplify their voices and highlight the many cultures of our community along with our strength and determination.

We will stand together and show the world that we are here and will not be silenced.

We will also give space to youth to show their true colors and acknowledge they are our future and they matter. Lastly, we will celebrate our community and support each other as we always have.
PACKET PICK UP

1618 Harmon Place (Pride Office)
Wednesday June 14th 10AM - 8PM
Thursday June 15th 10AM - 8PM
Saturday June 17th 10AM - 4PM

In town - have someone pick up these days
Out of town - ARRANGE TIME ASAP -
Pick before June 23rd.

- Entry Pass - for vehicle to enter load in area
- Confirm your booth Information
- Review the Routes and Booth Location
- Scope out your spot
ST-19 Tax Form

- Business Name and Address
- Tax ID number if required
- Name, Location and Dates of Event
- Tax Exemption Information Section if Tax ID is not required
- All vendors even if not selling
- Signature

THIS IS CORRECT:

Complete this section if you are not required to have a Minnesota tax ID number.

- I am not making any sales at the event.
- I participate in a direct selling plan, selling for (name of company), and the home office or top distributor has a Minnesota tax ID number and remits the sales tax on my behalf. This is

- a nonprofit organization that meets the exemption requirements described below:
  - Candy sold for fundraising purposes by a nonprofit organization that provides educational and social activities for young people primarily aged 18 and under (MS 297A.70, subd. 1(b)(4)).
  - Youth or senior citizen group with fundraising receipts up to $20,000 per year ($10,000 or less before January 1, 2013) (MS 297A.70, subd. 1(b)(1)).
  - A nonprofit organization that meets all the criteria set forth in MS 297A.70, subd. 14.

I declare that the information on this certificate is true and correct to the best of my knowledge and belief and that I am authorized to sign this form.

Operators who do not have Form ST19 or a similar written document from sellers can be fined a penalty of $100 for each seller that is not in compliance for each day of the selling event.
Proof of Insurance (COI)

- This is what a **CORRECT** COI looks like:

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**Certificate of Liability Insurance**

- **Certified Number:** 001122
- **Company:** ACORD
- **Certificate Holder:**
  - **Name:**
  - **Address:**
  - **State/Province:**
  - **Country:**
- **Policy Period:** 01/01/2023 - 12/31/2023
- **Limits:**
  - **Liability:**
  - **Medical Payments:**
  - **Property Damage:**
  - **Excess Liability:**
- **Signature:**

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**Department of Administration**

- **Date:** July 1, 2022
- **To:** To Whom It May Concern
- **From:** State of Minnesota Risk Management Division
- **Re:** Self-Insurance Letter: General Liability, Auto Liability, and Workers’ Compensation

This letter is being provided in lieu of a Certificate of Insurance.

This letter is to certify that the Minnesota Department of Management and Budget is an agency of the State of Minnesota and is self-insured with respect to its General Liability, Auto Liability, and Workers’ Compensation coverages as provided by statute.

**General Liability**

Minnesota Statute 3.732 prescribes the settlement of claims and Minnesota Statute 3.736 Tort Claims prescribes the limits, exclusions and procedures, with the limits being $500,000 per person and $1,500,000 per occurrence.

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- Being Self Insured is also **Acceptable** on Company/State Letterhead.
Proof of Insurance (COI)

- Must be a Certificate of Liability Insurance.
- Must have a current date (not expired)
  Date within 1 year of the Festival dates
- Must List Twin Cities Pride & Fanfare as additional insured (with addresses).
Proof of Insurance (COI)
These are NOT VALID

- DATE OLDER THAN 1 YEAR
- Certificate Holder is Blank or list some other Organization or names than Twin Cities Pride and Fanfare Attractions.
- Does not list address or state we are additional insured or as Certificate Holder
Proof of Insurance (COI)

These are not Valid

- Copy of your Policy of Insurance Binder

THESE ARE INCORRECT:

RE: Professional Liability Binder (Other Professional)

Policy Number: LHR800771
Renewal of: LHR794016
Company: Landmark American Insurance Company

Insured: MAPLE GROVE, MN

Professional Services: 

Policy Dates: January 17, 2023 - January 17, 2024
Form: RSG 51025 0722 Miscellaneous Professional Liability Coverage Form Claims Made and Reported Basis
Retroactive Date: January 17, 2018
Each Claim Limit: $1,000,000
Aggregate Limit: $1,000,000
Wi-Fi Access

Cost per device:
- $200 until June 16th
- $225 onsite (for the weekend)
- $30 onsite (for 1 hour)

https://www.eventeny.com/events/vendor/?id=10006

https://tcpri.de/wifi
Festival Safety Briefing

Road Closures & Controlled Access

- Willow Street
  - CLOSED - (Grant to Yale) Wednesday, June 21
  - RESTRICTED - (Grant to 15th) Friday, June 23
- Yale Place
  - RESTRICTED - (Willow to Spruce) Friday, June 23
- Grant Street
  - RESTRICTED - (Willow to Spruce) Friday, June 23
- 14th Street
  - RESTRICTED - (Willow to Spruce) Friday, June 23
- Harmon Place
  - CLOSED - (Maple to Hennepin/Lyndale) Saturday, June 24
# Festival Safety Briefing

## Safety Protocols - **OUR PART**

### Health & Safety Team
- Security
- Medical
- Law Enforcement
- Dispatch
- Emergency Management
- Meteorology

### Procedures
- Pronoun Education
- Trigger Events
- Evacuation/Shelter
- Incident Command System
- Wellness/Shade/Support
- Escape Space

### Notifications
- Text Alert (Opt-In)
- PA Speaker
- Social Media
- Staff
- Stages
Festival Safety Briefing

Safety Protocols – YOUR PART

● Be Kind and Helpful

● Report
  ○ Violence, threats, or hate.
  ○ Unattended bags, suspicious activity.
  ○ Drones.

● Attendance
  ○ Don’t attend/travel alone.
  ○ Write down emergency contacts & let them know.
  ○ Meet-up spot.

● Self-Care
  ○ Stay hydrated!
  ○ Wear sunscreen, find shade, and take breaks from the sun.
  ○ Wear comfortable closed-toe shoes.
  ○ Know your limits.
FESTIVAL MAP
https://tcpri.de/map

- FIND YOUR BOOTH NUMBER WITH INTERACTIVE MAP
- Most Current Map and Information
- PDF Version
- Interactive MAP with links to vendors
ALL VENDORS - Setup Information

Subtitle placeholder

● TENTS MUST BE WEIGHTED OR STAKED
  ○ No stakes in Sculpture Garden
  ○ 40lbs per tent leg 10x10 - Sand, water, weights

● Confirm your spot - Location is Marked on Ground
  ○ Attach booth # to booth (zip ties provided)
  ○ Wrong tent location – you will be asked to move

● SATURDAY OR SUNDAY NO VEHICLES ALLOWED IN THE PARK for Load-In
TRASH MANAGEMENT

- Haul your trash to DUMPSTERS
- Flatten cardboard
- DO NOT fill cardboard boxes with trash.
- Watch weight in bags DO NOT OVERLOAD - humans are hauling.
- NO GREASE left or in garbage we cannot take it.
Vendor Bathrooms

- Bathrooms Labeled Vendor Bathroom
  
  “Please Give Vendors Priority!

  Please allow them to step to the front of the line so they can get back to making this a great festival for us all.”
Demo Unit at Packet Pickup (June 14, 15, 17)

- Setting up Menu Items

- Setting up Clover Mini

- Tech Support from Clover will be Onsite all weekend
Food Vendor Clover POS Systems

POS System(s) for your locations

- POS System in Bag - Marked for Color Section and Booth (pre-programed for vendor)
- Cash Drawer Provided with NO money
- Cables
- Devices can print receipts (duplicate receipts for kitchen)
- Receipt Paper
- Already paired to Wi-Fi (LTE backup)
- Ready to program food menu
- Tech Support from Clover will be Onsite all weekend

NOTE: No Cash Pickup – You are responsible for your Cash Management
Cash Management Requests via Phone to Pride Office, # provided in packet
Food Vendor - Food Sales & Settling up

- **POS System used for ALL CASH AND CREDIT SALES**
  - We will be verifying
- **NO CASH PICKUP - you keep all cash.**
- **SUNDAY** after 6PM OR Monday 9am – 4 pm come to TC Pride Office (1618 Harmon PL)
  - Pull up Sales Report - Print it
  - Subtract Sales Tax & Tips
  - Determine 20% Owed
  - Subtract cash
  - We owe you money - Cut Check Sunday / Direct Deposit Monday
  - You owe us money - pay Sunday or Monday
- **Return POS ($500 per unit if not returned) - Damaged you pay for machine**

**NOTE:** Settle up on Sunday, Monday or Make Arrangements

Cash Management Requests via Phone to Pride Office, # provided in packet
PACKET PICK UP

1618 Harmon Place (Pride Office)
Wednesday June 14th 10AM - 8PM
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Saturday June 17th 10AM - 4PM

In town - have someone pick up these days
Out of town - ARRANGE TIME ASAP -
Pick before June 23rd.

● Entry Pass - for vehicle to enter load in area
● Confirm your booth Information
● Review the Routes and Booth Location
● Scope out your spot
Minneapolis Sculpture Garden

Load-In June 22nd
- Booth Vendors 9AM - 11AM (no barricades)

Load-In June 23nd
- Booth Vendors 9AM - 12PM (w barricades)
- Food Vendors 11AM - 2PM
- Beer Vendors 11AM - 3PM

Load-In June 25nd
- Wine Vendors 10AM - 1PM

Loring Park

Load-In June 23rd
- Food Vendors 6AM - 9AM
- Booth Vendors 9AM - 5PM in 2 hour shifts
- Picked a 2 hour window to arrive
  - 9am - 11am
  - 11am - 1pm
  - 1pm - 3pm
  - 3pm - 5pm
What Route to get to my Booth?

**ROUTE 1**
- **Purple:** P01-P05B
- **Food:** ALL
- **Pink:** All
- **Red:** R33-R46

**ROUTE 2**
- **Purple:** P05-P36
- **Blue:** ALL
- **Green:** G08-G52

**ROUTE 3A**
- **Green:** G01-G07B
- **Yellow:** ALL
- **Food:** ALL
- **Lt Blue:** ALL
- **Orange:** O01-O17
- **O101-O129**
- **Red:** R01-R32

**ROUTE 3B**
- **Orange:** O18-O49
- **O130-O194**

**ROUTE 4**
- **Brown:** EA01-EA23
- **Beer Dabbler Vendor**
- **Wine Dabbler Vendor**
- **Food:** ALL
What Route to get to my Booth?

This deck, route maps, and recordings of sessions available at https://tcpride.org/vendor-faq/
NO VEHICLES ALLOWED

Load-in is WALK IN ONLY

ONE-WAY TRAVEL

Parking Area
LOAD IN ONLY
NO FESTIVAL PARKING

Two way travel only in part of
Route 2

No Vehicle Travel beyond this point.

Load-In is Walk/Cart in Only — NO Cars in these areas. Park in the correct parking area for your booth number.

Direction of travel is ONE WAY in the park shown by the double arrow.

• Vehicles only allowed along black arrow path or in parking areas.
• Do Not block paths when parking to unload.
• Load-In window is 2 hours please arrive, unload and exit the park in that time. You can walk back in and spend as much time as needed setting up your booth.

Direction of travel is TWO WAY in the park shown by the four arrows.
Directions to get into line (queue) to minimize traffic congestion.

ROUTE 1A + 1B ENTRY AND QUEUE
Take Lasalle Ave to Oak Grove Street, head westbound, go to West 15th Street, turn left onto Oak Grove Street/West 15th and line up in the metered spaces to enter Loring Park on the right with Entry Pass before you get to Hennepin. Booth Vendors enter at 1A, Food Vendors enter at 1B.

DO NOT attempt to enter Loring park by turning off of Hennepin Avenue onto Oak Grove and cutting in front of traffic to turn into the Park.

Please follow these directions!

Maps available at https://tcpride.org/vendor-faq/
Load-In June 23rd

- Food Vendors 6AM - 9AM
- Booth Vendors 9AM - 5PM in 2 hour shifts
- Picked a 2 hour window to arrive

Instructions for Load-Out:

- Festival Ends 6 PM
- Cars in at 7 PM
- Changes to Exit at 8 PM

Maps available at https://tcpride.org/vendor-faq/
**NOTE:**

1A - Booth Vendors
1B - Food Vendors
Parking P04B - P05 A&B
Walking Icons
Direction of Travel
No Vehicle beyond this point

**ROUTE 1**

**Purple:** P01-P05B
Food ALL

**Pink:** All

**Red:** R33-R46

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Load-In is Walk/Cart in Only — NO Cars in these areas. Park in the correct parking area for your booth number.

**Direction of travel is ONE WAY in the park shown by the double arrow.**

- Vehicles only allowed along black arrow path or in parking areas.
- Do Not block paths when parking to unload.

**Load-In window is 2 hours please arrive, unload and exit the park in that time. You can walk back in and spend as much time as needed setting up your booth.**

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No Vehicle Travel beyond this point.
Directions to get into line (queue) to minimize traffic congestion.

**ROUTE 2 ENTRY AND QUEUE**
Take LaSalle Ave to West 14th Street, head westbound toward the Park, enter Controlled Entry for local traffic with Entry Pass, turn left onto Willow go up toward West 15th Street, turn right into Loring Park with Entry Pass before you get to West 15th Street.

DO NOT attempt to enter into Loring Park from West 15th Street.

**EXIT AT GRANT AND WILLOW** When exiting the Park at Grant and Willow, proceed forward on West Grant Street until you get to LaSalle Ave to avoid other route queues lining up to get into the park. DO NOT turn onto Willow Street, this road is closed.

Please follow these directions!
Load-In June 23rd
- Food Vendors 6AM - 9AM
- Booth Vendors 9AM - 5PM in 2 hour shifts
- Picked a 2 hour window to arrive

Instructions for Load-Out:
- Festival Ends 6 PM
- Cars in at 7 PM
- Changes to Exit at 8 PM

Maps available at https://tcpride.org/vendor-faq/
NOTE:
Parking P05 - P17
Walking Icons
Direction of Travel
<--> Two Way Traffic
No Vehicle beyond this point

Purple: P05-P36
Blue: ALL
Food ALL
Green: G08-G52

No Vehicle Travel beyond this point.
Load-In is Walk/Cart in Only — NO Cars in these areas. Park in the correct parking area for your booth number.

Direction of travel is ONE WAY in the park shown by the double arrow.
Direction of travel is TWO WAY in the park shown by the four arrows.

- Vehicles only allowed along black arrow path or in parking areas.
- Do Not block paths when parking to unload.
- Load-In window is 2 hours please arrive, unload and exit the park in that time. You can walk back in and spend as much time as needed setting up your booth.
**ROUTE 3A ENTRY AND QUEUE**

Take Hennepin Ave to South 12th Street, take South 12th Street to Yale, turn right onto Yale heading westbound toward the Park. Follow Yale to Spruce and enter Controlled Entry for local traffic with Entry Pass, proceed forward to split into lanes 3 lanes (3A on Left side of Yale and 3B on Right side of Yale — leaving center lane open/free for local traffic to enter). Proceed forward to enter the Park at 3A with Entry Pass.

**EXIT AT GRANT AND WILLOW**

When exiting the Park at Grant and Willow, proceed forward on West Grant Street until you get to LaSalle Ave to avoid other route queues lining up to get into the park. DO NOT turn onto Willow Street, this road is closed.

Please follow these directions!
- Food Vendors 6AM - 9AM
- Booth Vendors 9AM - 5PM
- in 2 hour shifts
- Picked a 2 hour window to arrive

Instructions for Load-Out:
- Festival Ends 6 PM
- Cars in at 7 PM

Maps available at https://tcpride.org/vendor-faq/
NOTE:
Parking Areas 1-5
Walking Icons
Direction of Travel
Off path travel
No Vehicle beyond this point

ROUTE 3A
Green: G01-G07B
Yellow: ALL
Food ALL
Lt Blue: ALL
Orange: O01-O17
O101-O129
Red: R01-R32

Load-In is Walk/Cart in Only — NO Cars in these areas. Park in the correct parking area for your booth number.

Direction of travel is ONE WAY in the park shown by the double arrow.
- Vehicles only allowed along black arrow path or in parking areas.
- Do Not block paths when parking to unload.
- Load-In window is 2 hours please arrive, unload and exit the park in that time. You can walk back in and spend as much time as needed setting up your booth.
Directions to get into line (queue) to minimize traffic congestion.

ROUTE 3B ENTRY AND QUEUE
Take Hennepin Ave to South 12th Street, take South 12th Street to Yale, turn right onto Yale heading westbound toward the Park. Follow Yale to Spruce and enter Controlled Entry for local traffic with Entry Pass, proceed forward to split into lanes 3 lanes (3A on Left side of Yale and 3B on Right side of Yale — leaving center lane open/free for local traffic to enter). Proceed forward to enter the Park at 3B with Entry Pass.

Please follow these directions!

Maps available at https://tcpride.org/vendor-faq/
Load-In June 23rd
- Food Vendors 6AM - 9AM
- Booth Vendors 9AM - 5PM
- in 2 hour shifts
- Picked a 2 hour window to arrive

Instructions for Load-Out:
- Festival Ends 6 PM
- Cars in at 7 PM

Maps available at https://tcpride.org/vendor-faq/
NOTE:

Walking Icons
Direction of Travel
No Vehicle beyond this point

Load-In is Walk/Cart in Only — NO Cars in these areas. Park in the correct parking area for your booth number.

Direction of travel is ONE WAY in the park shown by the double arrow.

- Vehicles only allowed along black arrow path or in parking areas.
- Do Not block paths when parking to unload.
- Load-In window is 2 hours please arrive, unload and exit the park in that time. You can walk back in and spend as much time as needed setting up your booth.
**Route Queue Map**

Directions to get into line (queue) to minimize traffic congestion.

**ROUTE 4 A-B-C ENTRY AND QUEUE**

Take Hennepin Ave turning onto Vineland Place heading westbound.

- **Booth Vendors**: Follow the curve to 4A
- **Food Vendors**: Proceed around curve to Kenwood Parkway and make an immediate right turn into the second parking lot entrance 4B. Enter and proceed to smaller parking lot for placement.
- **Beer/Wine Dabbler Vendors**: Proceed around curve to Kenwood Parkway and make an immediate right turn into the second parking lot entrance 4C to the back parking lot.

Maps available at https://tcpride.org/vendor-faq/
**Load-In June 22nd**
- Booth Vendors 9AM - 11AM (no barricades)

**Load-In June 23rd**
- Booth Vendors 9AM - 12PM (w/ barricades)
- Food Vendors 11AM - 2PM
- Beer Vendors 11AM - 3PM

**Load-In June 25nd**
- Wine Vendors 10AM - 1PM

**Instructions for Load-Out:**
- Festival Ends 6 PM Exit Cart Out
**ROUTE 4**

Brown: EA01-EA23
Food ALL

Beer Dabbler Vendor
Wine Dabbler Vendor

NOTE:
4A - Booth Vendors
4B - Food Vendors
Temporary Unload Zone 4A
Cart into Booth area
● Parking Area on Route Maps are for LOAD-IN ONLY
  ○ No FESTIVAL PARKING in the PARKS!!!
  ○ We do not supply parking areas/spots.

● We do not supply parking areas/spots for vendors.
  ○ Parking Garages and Surface Lots available downtown/uptown.

Load-in: You have a 2 hour time window to enter, unload and setup. Move vehicles asap and within the 2 hour window for next wave of vendors.
Load-Out - - - June 25th

RECOMMEND CART OUT IF POSSIBLE

6 PM Festival Ends
  Clear Crowds
7 PM Small Personal Vehicles Enter
8 PM Routes 1 & 2 (Purple & Blue)
  Switches to Exit for Food Trucks to Leave
8:30/9 PM Enter / Exit
Q & A

"Don't be afraid to contact the organizers with any questions or concerns, they are very nice!!"
~ previous vendor

this deck, route maps, and recordings of sessions available at https://tcpride.org/vendor-faq/

Questions:
festival@tcpride.org
Thank You

Please send feedback to festival@tcpride.org
Expanded Park Footprint