



CELEBRATE. ENGAGE. UNITE.

2025 PARADE & FESTIVAL CHECKLIST AND RULES

WHERE/WHEN:

- **NEW PARADE START TIME:** October 18 at **10:00 AM**. The parade will begin promptly at 10:00 and is expected to last 90 minutes. Check-in will start at 8:00 AM at College Avenue and St. John's Street. Parade participants will receive their reporting time by October 11. However, floats will be lining up starting at 7:30 AM, and we will begin checking in at 8:00 AM.
- **FESTIVAL LOCATION:** Maryland Hall for the Creative Arts (801 Chase Street) and Bates Athletic Complex (935 Spa Rd.).
- **FESTIVAL TIME:** October 18, 2025, from 11:00 AM- 4:00 PM - FREE and open to the public. Vendors may begin set-up at 8:00 AM, and all cars must leave the festival area by 10:00 AM.

PARADE PARTICIPATION:

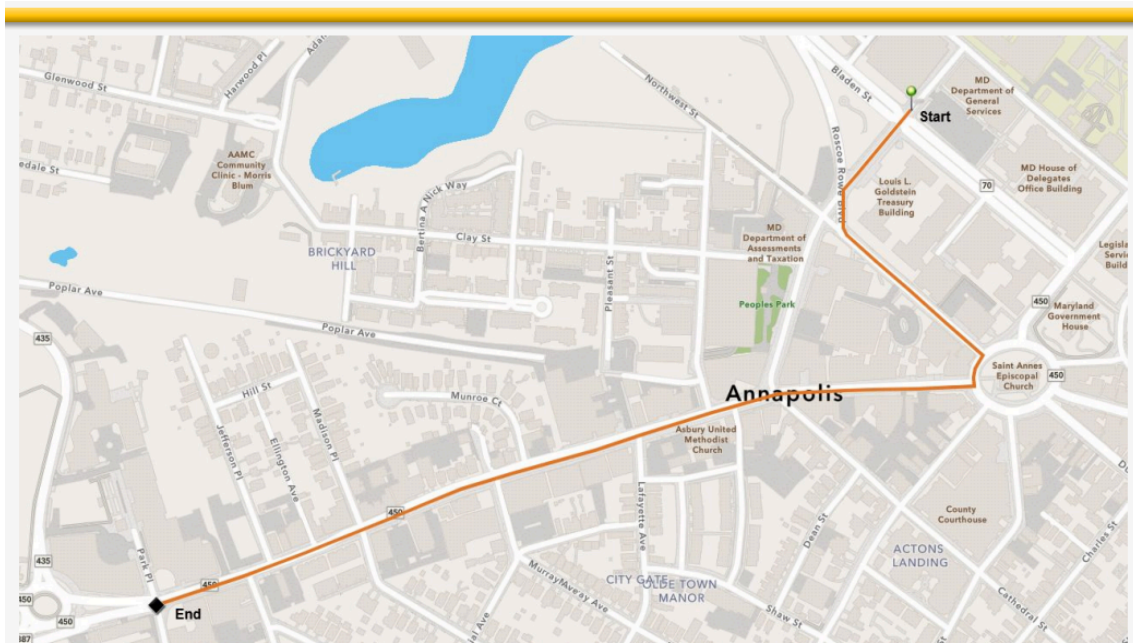
1. All parade participants must register and pay the participation fee by September 15 and complete the following items:
 - a. Register the number of marchers and vehicles, including towed trailers.
 - i. We need an approximate number of marchers.
 - ii. We **MUST** have the number of vehicles and towed trailers as soon as possible.
 - b. Read and sign:
 - i. [City of Annapolis Parade Safety Rules, Agreement & Certification](#)
 - ii. [Annapolis Pride Waiver of Liability](#)
 - c. We do not have a grandstand this year, so there will be no announcements.
 - d. Review the [City of Annapolis Participant Parade Safety Checklist](#)

2. **PARADE CHECK-IN:** Check-in will begin at 8:00 AM. Those with vehicles and/or floats will be given specific times to check in and begin lining up around 7:30 AM. Groups that are walking only must check in by 9:00 AM. All members must be in place by 9:30 AM so we can begin promptly at 10:00 AM. Check-in will take place near St. John's University. A map is below. Note that you must enter the area via King George St. to College Ave. to St. John's Street. All parade participant traffic must enter the lineup via King George Street, to College Ave, to St. John's Street. - No access to lineup via Bladen & Calvert -



The right lane will be used to line up for check-in, and the left lane will remain open for through traffic.

3. Groups will be notified the week before the parade of their designated check-in time. Your position in the parade is not negotiable, as we must give the City of Annapolis the order in advance of the parade.
4. The parade route is approximately 1.2 miles long and will pass through part of Church Circle, then proceed 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. A Person of Contact (POC) 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](#). **Only one person is needed to sign each of these on behalf of the participating organization.** City of Annapolis Parade Marshals will require at least one participant from each group to have signed this agreement on the day of the event, if you have not already submitted it. You are also expected to comply with all rules and requirements.
2. **NO** firearms, discharging of weapons, 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. Floats may not be taller than 10 feet high and not exceed 50 feet in length, including towing vehicle. This is for the clearance of power lines and the ability to navigate the parade route.
7. **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.
10. **Units MAY NOT stop to perform during the parade.** This creates a safety issue for the other parade participants. Continue moving as you progress through the parade route.

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 any questions, please contact us at info@annapolispride.org.

FESTIVAL PARTICIPATION

- **FESTIVAL LOCATION:** Maryland Hall for the Creative Arts (801 Chase Street) and Bates Athletic Complex (935 Spa Rd.)
- **FESTIVAL TIME:** October 18 from 11:00 AM-4:00 PM - FREE and open to the public.
- Read and sign the [Annapolis Pride Waiver of Liability](#). **Only the Point of Contact is required to sign on behalf of the participant group/or vendor. This is different from the past.**
- Individual Vendors are encouraged to have liability insurance for the event. Annapolis Pride does not require your Certificate of Insurance, but it would be good to have yourself covered if someone should be injured at your booth. Vendors in the past have successfully found reasonable rates at [Moran Insurance](#).
- **FOOD VENDORS MUST PROVIDE A VALID ANNE ARUNDEL COUNTY HEALTH DEPARTMENT CERTIFICATE FOR FOOD PREPARED ON OR OFF-SITE. Additionally, Food Trucks must have an Anne Arundel County Fire Department certificate approved within the last 12 months.**
- **Check-in/Start Time:** Vendors will receive a specific check-in time and location one week before the festival. Some vendors will be checking in at Maryland Hall (812 Chase St), and others will be sent directly to the Bates Athletic Complex (935 Spa Rd). Emails or phone calls requesting a specific area will not be accepted, except in extenuating circumstances.
 - This year, approximately one-half of the vendors will be at Maryland Hall and one-half on the field, and we have over 200 vendors this year (140 in 2024).
 - The festival starts at 11:00 AM. Exhibitors must be set up by 10:00 AM, *and all cars must be removed from the festival area at that time*, one hour before the festival start time. No vehicles will be allowed to enter or exit between 10:00 AM and 4:00 PM.
 - **FOOD TRUCKS:** Since your setup is less intense, you may arrive by 9:30 AM
 - **New for 2025: Since the parade starts at 10:00**, guests should begin to arrive at the festival by 11:00 AM.
- **BREAKDOWN** begins PROMPTLY at 4:00 PM. Vendors are expected to remain until 4:00 PM. Vehicles can be moved near vendor locations when indicated by the security staff. Please pack up your items and then retrieve your vehicle to enable a swift clean-up time for all the tired people! Please email info@annapolispride.org if you have any questions or concerns. Vendor locations will be sent by October 10 and are listed on the Annapolis Pride Website (so you can share with your friends and family where you are located)
 - Vendors located at Maryland Hall are requested to clear the area as quickly as possible, as Maryland Hall has a performance scheduled for that evening. Pack up all of your belongings first, and then get vehicles to speed up the process.
 - 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. The same will hold for the breakdown of the festival.
- Exhibitors are responsible for providing their own tent, tables, chairs, and booth needs. **Please make sure you have the correct 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](#). **TENT ANCHORS ARE NOT ALLOWED** – the Maryland Hall property is paved,

and the Bates field has sprinkler heads, which prevent you from anchoring tents or driving on the field.

- Vendors are encouraged to arrive between 8:00 and 9:00 AM to find parking in the nearby parking garages or at Navy Stadium. Parking will not be available at Maryland Hall. However, each vendor will receive ONE parking permit to park in the Weems field. However, vehicles can't leave between 10:00 AM and 4:00 PM.
- **Security:** If you have a question or concern during the festival. Please contact a security person. For an emergency, please call 911.
- **First Aid:** First responders will be available throughout the festival and at the fire department tent located at Maryland Hall.
 - If needed, a cooling/warming bus will be available in the parking lot near the field.
 - Maryland Hall is also open for restrooms and cooling/warming as needed.
 - For serious matters, call 911.
 - Basic First Aid is available at the Annapolis Pride tent in front of Maryland Hall.
- **What to Bring:** All spaces are 10x10, open-air. Vendors **must provide all necessary supplies, including tents, umbrellas, tables, chairs, duct tape, and tent weights.**
 - Only vendors who have paid for multiple spaces are permitted to occupy more than one 10x10 space.
- **Food:** Approximately 15 food trucks will be located throughout the festival, on both the Maryland Hall property and the Bates Athletic Complex.
- **Port-a-potties** will be in all areas of the festival on both the Maryland Hall property and the Bates Athletic Complex. Some toilets are also available inside Maryland Hall. See the maps for details.
- **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, on our website, social media pages, and through text message (Text PRIDE25 to 38276 to sign up). *Sponsorships, donations, and payments for parade and festival participation are non-refundable.*
 - This can't happen again, right?
- **Lost and Found** will be at the Annapolis Pride booth in front of Maryland Hall. Contact info@annapolispride.org for lost items or call (301) 615 -4282.
- **Day of Contact:** The Annapolis Pride Tent is your go-to place to connect with organizers.

FESTIVAL RULES:

1. **It is required that each tent leg or umbrella have a minimum weight of 40 pounds.** 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.
 - YOU MAY NOT USE TENT STAKES. There are sprinkler heads in the fields, and stakes can destroy the sprinkler system. The Maryland Hall property is paved, so there is nowhere to sink stakes.
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 comply with all applicable federal, state, and local laws.

6. **Booth Assignments** – You will be assigned a specific area for your booth before the festival. You will be assigned to a specific location, but not a particular space. You will know in advance which section and at what time you are to report. **Vendors will be able to begin setting up at 8:00 AM and must be finished by 10:00 AM.** Vehicles must clear the vending area by 10:00 AM. Staff will be available to assist you in directing you to your location.
7. **Clean-up:** Please bring your own trash bags and take your trash with you. Exhibitors are responsible for the complete removal and disposal of all their trash.
8. **Leave your pets at home:** The pavement can be very hot on the dog's feet, and the festival can be very crowded. Only service animals or those pre-approved as part of a vendor agreement..
9. **Parking: Parking will not be available on the Maryland Hall property. However, one space is available for each vendor at Weems Field at the Bates Athletic Complex before 10:00 AM.** Each vendor will receive one parking placard for Bates Field, but will not be able to leave or return between 10:00 AM and 4:00 PM. Each vendor will receive a placard to print and display in your windshield, allowing you to park in the designated area.

Annapolis Pride Inc. reserves the right to place any further restrictions on the 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 as Annapolis Pride Inc. deems necessary to promote or protect the purpose of the event. If you have any questions, please contact us at info@annapolispride.org.

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 shade. Paper weights will be necessary for pamphlets if it is windy.

HELP PROMOTE!

We appreciate your help in promoting the Annapolis Pride Parade & Festival to your friends, family, colleagues, patrons, and industry peers via your website, social media, Facebook, X, Instagram, email, and other channels. If you are on Facebook or Instagram, please share the event. Tag **#AnnapolisPride**.