

Hope Out Loud 9 – Tabling Information

Hope Out Loud begins at 12 PM with a preliminary Drum Circle starting at 11:30. There will be a clearly labeled table of the CCPJ booth for performers, speakers, vendors and tabling organizations to check in. This is also the information area should needs arise. We will have the tables set up by 10:30 AM and encourage all tabling groups to arrive no later than 11 AM to prepare the tables.

Table locations can be chosen in order of arrival - there will be a table sign for each pre-registered organization available when you register at the CCPJ Table. On arriving at the festival site feel free to go straight to a tabling to drop off your materials but please send a representative to the **Connecticut Coalition for Peace and Justice (CCPJ)** table to sign-in and to let us confirm your chosen location is not taken. If you arrive late please go to the CCPJ registration table to locate an available table. The Program and a map of the Festival site will be available the CCPJ Registration table.

If your organization has pledged a contribution to defray Festival expenses but has not sent it in – please do so now and call CCPJ at (860) 523-4823 to inform us of this. Checks should be made payable to Hope Out Loud. We would prefer not to collect these donations on the day of the festival but will do so at the CCPJ Registration table only. All CCPJ volunteers authorized to collect money will be clearly identified.

We cannot provide canopies for the tables so if you bring one arrive early enough to set it up. Consider bringing an umbrella and a tarp to cover your materials in case it does briefly shower. Note: the park is very strict in not allowing anything to be inserted into the lawn or attached to the trees. If there is a sustained rain contact us on the day of event using the contact numbers listed below for information. We will try to contact you in advance if rain is forecast – the outgoing message at our main number (860-523-4823) will be updated as the day approaches. **The Great Hall at Union Station is our Rain Venue.**

One table is provided to each registered tabling organization – contact us in advance if your needs differ from this. Chairs will not be provided by HOL – consider bringing your own to better enjoy the day. The City of Hartford requires all vendors to have a City Vendors permit – contact HOL for further information.

First aid kits will be located at the CCPJ table, the Stage and at the Kids Activity area. In an emergency please use the cell phones listed below or report it at one of those three locations. If it is a medical emergency call 911 first but be sure to inform HOL staff as listed below of this immediately.

There are **portable toilet facilities** and MDC Water Wagon for drinking water at the Southeast end of the site. Drinking water and hand washing stations will also be at other locations including the Kid's Activity area, the HOL Coffeehouse and the CCPJ table. See the site map for details.

We are all trying to promote peace, environmental responsibility and social justice. Bring trash bags and take responsibility for maintaining your table area specifically and the festival site overall.

If you have any special needs please call CCPJ at (860) 523-4823 to arrange to have them met. Use the cell phone numbers listed below on the day of the festival. Hope Out Loud volunteers will gladly assist.

Food vendors have been limited in the past – consider bringing a picnic lunch. Free drinking water will be available at the site.

Remember – **Hope Out Loud** is planned as a day to celebrate our activism and work in the past year while reflecting on the challenges we have faced since the events of September 11, 2001 Let's all try to make the day meaningful for ourselves and all of those who attend.

If you need to contact us on the day of the event, call Caron Shanahan at (860) 478-7864 or Eric Stamm at (917) 405-9287.

Again, thank you for participating in this year's **Hope Out Loud Community Peace and Music Festival**. If you have any questions or concerns please call CCPJ at (860) 523-4823, email us at info@hopeoutloud.org or visit our website at www.hopeoutloud.org. We will be at available through Saturday, September 18th late into the night and our outgoing message on the main number will be changed on the morning of the Festival to provide current information.

The Connecticut Coalition for Peace & Justice (CCPJ)
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