



## Tabling Information Packet

Thank you for your interest in tabling at Trans Pride Seattle+ on 6/26/2020.

To view sponsorship and tabling pricing information, click here:

<https://www.transprideseattle.org/table>

Included in this packet you will find:

- **Contacts for the event**
- **Information about payment and checking in**
- **Set up procedures**

**Contacts for the Event:**

- **Sarah Abshire - Community Engagement Coordinator: (206) 972-9989**
- **Chip Phillips - Tabling Team Lead: (206) 854-3968**

**Registration and Payment:** Payment can be made on our website at [www.transprideseattle.org/table\\_payment](http://www.transprideseattle.org/table_payment) or by mailing a check to our offices at 1122 E. Pike St #969 Seattle, WA 98122. The **registration deadline is Monday June 22nd** and we very much encourage you to not wait since transforming this event to an online experience has a different setup process than the traditional tent/table.

**A Statement About Cost:** We are asking for a sliding-scale payment for tabling at Trans Pride Seattle+. Gender Justice League has always paid our performers, contractors, and staff as generously as possible for all of their hard work and dedication. A substantial portion of those funds come from tabling fees, sponsorships, and our crowdfunding campaign. We are committed to prioritizing Trans, non-binary, and POC talent on stage and leading our workshops and although we're sad we can't have our regular party, we're very excited about being able to reach participants outside the Seattle area, which means your message goes further too! The more money we raise, the more we are able to give back to our community, so please join us for a very special Trans Pride.

**Checking In:** Trans Pride Seattle+ will be held on June 26, 2020 as a virtual event. Exhibitor and Sponsor "check in" will begin as soon as your payment has been confirmed with Gender Justice League. Sarah Abshire will send you a personalized link to start setting up your digital booth for Trans Pride Seattle+. This link is unique to your organization, so please do not share it with others.

**Set Up Procedure:** Set up of your virtual table begins after you receive your unique link which will take you to your "virtual booth" which is a webpage that you'll create. This process is similar to setting up a facebook page as you will be prompted to add content like text, photos, etc.



We're using Whova.com to host our virtual conference and you will be prompted to register at their website after you click the link using the same email address we sent the link too. The average setup takes about 90 minutes total and can be done in multiple sessions.

We know this process is very different from years past so we encourage everyone to register early and start putting your booth together as soon as you can after you receive the link. Getting a head start and using the site tutorials will allow you to take full advantage of this digital platform.

Please feel free to reach out to Sarah Abshire by emailing [sarah@genderjusticeleague.org](mailto:sarah@genderjusticeleague.org) if you have any questions.

**Deadlines:** All virtual booths should be completed by **Wednesday June 24, 2020** so that we can help troubleshoot any unforeseen problems. On **Friday, June 26, 2020**, please be fully set up and ready for Pride attendees **no later than 5:00PM**. The Resource Fair **begins at 6:00PM**. A member of your organization **must be present** to engage with Pride attendees on **Friday, June 26th**. We also **strongly encourage** that a member of your organization is present Saturday and Sunday should you decide to table those days as well.

**Please DO NOT LEAVE TRANS PRIDE SEATTLE+ until you have filled out our [survey!](#)**