



2026 PARADE

INFORMATION PACKAGE

Looking for more information? registration@capitalpride.ca

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Authority of Capital Pride

Capital Pride is responsible for managing the Capital Pride Parade, including facilitating a safe and orderly parade for both participants and spectators. This information package has been created to provide rules and guidelines for participants.

Capital Pride reserves the right to refuse entry into the parade for groups, including registered or unregistered groups. Reasons may include but are not limited to: floats or groups whose mission or purpose is in opposition to the purpose of the Capital Pride Festival; floats, signs or other elements of a group's entry that are inappropriate, discriminatory, violent or promote violence or hate; disobeying parade rules; disrespecting or disobeying Capital Pride Parade organisers, staff and volunteers; or posing a threat to public safety.

Registration

All parade participants are required to pre-register with Capital Pride. The deadline to register for the 2026 parade is Friday, July 24, 2026. Registration is available online at <https://capitalpride.ca/2026-pride-parade/>. Any changes to your registration, including adding vehicles or sound systems, must be made by the registration deadline.

Payment

Outstanding payments must be received by Capital Pride by 5:00 PM on Friday, July 24, 2026. Payment can be made online via credit card at time of registration or can be made by cheque mailed or dropped off to the Capital Pride Office: 396 Cooper Street, Capital Pride/Office 422, K2P 2H7, Ottawa, Ontario. For invoices or other payment inquiries, please contact registration@capitalpride.ca.

Group Leaders

Each group must designate one person to act as Group Leader. This person is responsible for their group's entry and must be present with their group during the entire parade, from staging before the parade to tearing down after the parade. This includes arriving at the staging area at the same time as vehicle drivers.

Responsibilities of the Group Leader include:

- To act as the official liaison for all matters on parade day,

- To be identifiable to all of the participants in their group ahead of time.
- To check in at the Check-In Tent.
- To ensure that their vehicle(s), drivers, marchers, and other participants comply with Capital Pride's parade rules, as laid out in this information package.
- To be 19 years of age or older.

The Group Leader does not need to be the same as the Primary Contact upon registration, but the Primary Contact should ensure the Group Leader's name has been communicated to Capital Pride by the registration deadline (July 24, 2026).

MAP

This section may be subject to change.



Staging & Onsite Check-In

Capital Pride is responsible for preparing the parade lineup. Due to the significant number of registrants, we do not accept requests for specific placement in the parade. Instead, Capital Pride works to ensure the parade is lively and animated throughout by balancing vehicles, groups on foot, and groups with music.

Staging Area Codes and Call Times

Each group will be assigned a Staging Area Number. The Staging Area Number corresponds to the Call Time for vehicles and group leaders to arrive at the Check-In Tent.

Staging Area Numbers will be communicated to the Primary Contact for each group the week of August 10th. The Primary Contact is then responsible for communicating the Staging Area Number to the designated Group Leader (if different), to vehicle drivers (if applicable) and any marchers). Call times are subject to change, but are estimated to be as follows:

8 AM	Large Vehicles expected to arrive. Drivers and Group Leaders should check in at the Check-in Tent together and proceed as directed to their staging area.
9:30 AM	First Small Vehicle call time.* Drivers and Group Leaders should check-in at the Check-in Tent together and proceed as directed to their staging area.
11:30 AM	Second Small Vehicle call time.* Drivers and Group Leaders should check in at the Check-In Tent together and proceed as directed to their staging area. Group Leaders for marching-only contingents should check in at the Check-In Tent and proceed as directed to their staging area.
12:00 PM - 1:30 PM	Marchers can be encouraged to arrive to meet the Group Leader in their assigned staging areas. Individuals are discouraged from lining up at the Check-in Tent.**

*Groups with a small vehicle will be assigned a call time of either 9:30 AM or 10:30 AM based on a variety of factors including: the size of the group, the number of small vehicle registrants, and parade order.

****Note about marchers arriving at the parade staging area:** The parade officially kicks off at 1pm, but many groups will not cross the starting line to begin their walk of the parade route until approximately 2pm. Leaders whose groups will be placed further back in the parade order may tell their marchers that they can arrive at 1:30 PM. Marchers should not arrive later than 1:30PM. We ask that marchers arrive by 1:30PM in order to maintain pedestrian safety in the parade staging area AND to avoid groups missing their call times. Such groups will be identified and informed of this position by the end of the week of August 7th (when Staging Area Numbers

are assigned). Please note: Once the parade has started, traffic conditions are unpredictable and crowds of parade viewers in the area swell. Those joining their groups later should take necessary precautions to ensure adequate time to meet their group.

Important Notes:

- The Check-In Tent will be located at the intersection of Wellington Street and Vimy Place.
 - Vehicles: Only vehicles that are participating as part of a parade float/contingent will be permitted to enter the staging area.
 - Marchers: Marchers can enter the staging area from any of the three intersections bisecting the staging area; Intersection of Vimy Place and Wellington St, Vimy Place and Wellington St, and Booth St and Wellington St. Marchers are **not** to go to the check-in tent and **should** head to their designated staging area as indicated by their group leader.
- With over 200 groups to coordinate and place in order, it is critical that you arrive at your designated call time. If you are late, you may be denied entry to the parade and forfeit your registration fee.
- Call times are designated with the flow of traffic in the staging area in mind. Please do not arrive more than 10 minutes before your call time.
- Space in the staging area for vehicles and marching contingent is allocated based on the information provided during registration. If you anticipate a larger marching contingent or vehicle than you indicated during registration, please update our registration team by emailing registration@capitalpride.ca.

Checking In

Large Vehicle Registrants

- Your Group Leader and Vehicle Driver will check in at the assigned call time. Unless otherwise arranged with Capital Pride, the Group Leader is expected to accompany the driver of the vehicle to the Check-In Tent with the following:
 - Driver's licence (Vehicle Driver only)
 - Fire extinguisher
 - Copies of materials that you plan on distributing
- If your group has a large vehicle plus a small vehicle and/or marching contingent, **Group Leaders only need to check in once at the large vehicle call time.** Group Leaders should communicate their staging area code to marchers ahead of time. Individual marchers do not need to check in.

Small Vehicle Registrants

- Your Group Leader and Vehicle Driver will check-in at the Check-In Tent at the assigned call time with the following:
 - Driver's licence (Vehicle Driver only)
 - Copies of materials that you plan on distributing
- If your group has both a small vehicle and marching contingent, **Group Leaders only need to check in once at the allotted small vehicle call time.** Group Leaders should

communicate their staging area code to marchers ahead of time. Individual marchers do not need to check in.

Marching Groups

- Your Group Leader will check in at the assigned call time.
- Group Leaders should communicate their staging area code to marchers ahead of time. Individual marchers do not need to check in.

The Parade

Parade Time

- The parade starts at 1pm:
 - The first group enters the parade at 1pm
 - The first group finishes the parade by approximately 1:55pm
 - The last group enters the parade at approximately 2:30pm
 - The last group finishes the parade at approximately 3:25pm.

Entering the Parade

- All vehicles and marching groups enter the parade at the intersection of Booth Avenue and Vimy Place. The entrance intersection will be managed by Parade Coordinators in marked t-shirts and safety vests. Large vehicles, small vehicles, and marching groups will all be merged into the parade in a predetermined order.
- When your group is at the front of the line, wait for one of the Parade Coordinators to call you into the parade. They will be equipped with megaphones, and Parade Marshals will be on hand to guide your entry.
- For safety, you **MUST** follow all instructions from the Parade Coordinators and their Marshals. Failure to do so will result in expulsion from the parade.

The Parade Route

- The parade begins at the intersection of Wellington Street and Booth Avenue. Parade Coordinators will be in the middle of the intersection calling in groups who are staging on Wellington Street.
- The parade goes East down the staging area onto Wellington Street and keeps moving east.
- The parade veers right at Bank Street by the Confederation Building and the Bank of Canada Museum.
- The parade ends at the intersection of Albert Street and Bank Street.

Exiting the Parade

- The Parade will end at Bank Street and Slater Street. At this point, groups with marching contingents and vehicles will be divided:
 - Marchers: Proceed southbound on Bank Street into the Street Festival.
 - Vehicles: Proceed eastbound on Slater Street and de-stage within the next two blocks. In order to prevent a backup in the parade route, vehicles **MUST** use this exit.

- Marchers may meet vehicles along Kent Street to assist with unloading, but should use caution as vehicles will be reintegrating into regular traffic patterns.

Float Requirements

Large Vehicle Safety Walkers

- Each Large Vehicle entry must have four Safety Walkers – one for each corner of the vehicle.
- Safety Walkers must remain with the float for the duration of the parade.
- Safety Walkers are expected to walk near enough to their designated corner of the vehicle at all times to ensure spectators are kept away from the vehicle and out of the vehicle blind spots. Safety Walkers are reminded to keep their own safety in mind and to keep adequate distance between themselves and the vehicle they are walking with.
- It is the Safety Walkers' responsibility to ensure that all the blind spots are free of people, including themselves.
 - The Safety Walkers at the front of the vehicle must walk far enough forward and to the side so that the driver can see them at all times.
 - The Safety Walkers at the back of the vehicle must be able to maintain eye contact with the driver using the side mirrors to ensure the driver can see them.
- Safety Walkers are not permitted to distribute material, must not ride on floats, must not wear costumes that limit their vision or movement, or be otherwise distracted from their ability to maintain a safe environment. If your group is distributing materials, you will need additional marchers for this task.

Sound Systems & Generators

Registration for using a sound system

- All groups wanting to use any type of recorded music, sound system, or live music must indicate their use of sound in advance on their registration form. All except those playing live music must pay an additional Recorded Music Fee. The fee is remitted to SOCAN on your behalf by Capital Pride.

Noise Bylaws

- Due to City of Ottawa sound bylaws, **sound must not exceed 65 dB**, regardless of the time of day. This includes sound from sound systems, generators, vehicles, and other intentional or unintentional sound sources. Please avoid honking horns, playing loud music, or using noise-making devices in the staging area.

Sound Testing

- When setting up and testing your sound system please be considerate of neighbours and other parade groups by limiting both the length and volume of the sound test.
- Music can be played once you enter the parade at the Wellington Street and Booth Street intersection.
- Music should be turned off as you exit the parade at Bank Street and Slater Street.

Generators

- Generators are often used to power sound and lights on floats. Generators must be mounted outside of vehicle cabs or passenger compartments in such a manner that exhaust from the generator is moving away from the float and float riders.

Additional Rules and Regulations

Use of Capital Pride Brand

- No group may use or display the logo, trade name, or other marks of Capital Pride without previous written authorization from Capital Pride.

Soliciting for Donations

- Groups may not solicit or accept donations along the parade route for fundraising or any other purpose.

Selling along Parade Route

- No group may offer anything for sale, accept money for goods, peddle, or otherwise sell anything during setup, during the parade, and during take-down.

Distribution, Littering, and Environmental Protection

The following rules have been established regarding the distribution of materials. Capital Pride reserves the right to deny any group the privilege of distributing materials during the parade. A sample of materials intended for distribution must be presented at the Check-In Tent. Materials that are discriminatory, advocate violence, or are otherwise deemed inappropriate by Capital Pride and any representative thereof will not be permitted.

To reduce waste, any material that is distributed along the parade should be handed directly to individuals. Please avoid throwing leaflets, giveaways or other products into the crowds.

Please see the following chart for more detailed information.

Distribution of Materials

Permitted	Not Permitted
✓ Bubbles ✓ Water Guns and Super Soakers (ONLY water, NO dyes, flavours, or additives) ✓ Balloons that are securely attached to floats or people ✓ Materials or merchandise that has	✗ Confetti or glitter that are thrown or distributed (but wear as much of it as you want!) ✗ Feathers that are thrown or distributed (again, wear as many as you want!) ✗ Celebratory release of balloons into the

been approved by Capital Pride during check in, and that is handed to parade attendees ✓ Shelf-stable, factory sealed food or candy (e.g. lollipops, granola bars, etc.)	air ✗ Throwing materials or merchandise ✗ Fresh food samples (this violates food-handling by-laws)
Please respect these rules. They have been designed to reduce the unnecessary waste and in consideration of the environmental impact of plastic, municipal by-laws, and of parade clean-up volunteers and staff.	

Political Campaigns

- Politicians running for office may march and distribute materials in the parade, but may not solicit donations along the parade route.

Safety, Security, and Accessibility

Accessibility

- The parade has accessible viewing at the Garden of Provinces and Territories at Wellington and Bay St.
- Portable washrooms that are wheelchair accessible will be located at the Lebreton Flats grounds, as well as throughout the street festival.
- Any questions related to accessibility can be directed to accessibility@ottawacapitalpride.ca

Restrooms

- Portable restrooms will be stationed at the Lebreton Flats and throughout the Street Festival.

First-Aid

- First-Aid Services will be available within the parade staging area by both first aid providers and City of Ottawa Paramedics. In an emergency, please make your way to the designated First Aid Tent or inform a Capital Pride volunteer who can alert first aid responders.
- A First Aid Tent will be located within the Street Festival footprint, a short walk from most of the parade route, near Bank and Laurier
- Volunteers trained with First Aid and the use of Naloxone will also be available throughout the site.

Weather

- The Parade is a “rain or shine event.” No refunds are offered for inclement weather. In the event that weather poses a safety or security risk, Capital Pride will notify parade participants of any changes via email as soon as possible.

Health

- Please stay hydrated! Groups are encouraged to bring extra supplies of water. Wagons work well for this.
- Even on cloudy days, the sun's rays can be harmful
 - Wear lightweight, light-coloured, loose-fitting clothing, and a wide-brimmed hat.
 - Use sunscreen with an SPF of 30 or more and reapply every 2 hours or more.
 - Drink extra fluids. To prevent dehydration, drink plenty of water, fruit juice, or vegetable juice per day. Because heat-related illness also can result from salt depletion, it may be advisable to substitute an electrolyte-rich sports drink for water during periods of extreme heat and humidity. Ask your doctor about the best types of fluid and how much you should be drinking.
 - Avoid fluids containing either caffeine or alcohol because both substances enhance dehydration.
 - Consider underlying health conditions and check with your doctor before increasing liquid intake if you are concerned.
- Be aware of signs of heat exhaustion:
 - Confusion
 - Dark-coloured urine (a sign of dehydration)
 - Dizziness
 - Fainting
 - Fatigue
 - Headache
 - Muscle or abdominal cramps
 - Nausea, vomiting, or diarrhoea
 - Pale skin
 - Profuse sweating
 - Rapid heartbeat
- If you are concerned, please seek advice from Capital Pride's on-site first aid services.

Emergency Safety & Security

- As part of our planning process, Capital Pride works closely with the City of Ottawa through its Special Events Advisory Team to develop a comprehensive emergency plan. This includes coordinating the presence of private security, private first aid, Ottawa Police, and Ottawa Paramedic Services who will all be onsite during the Parade and training volunteers of our protocols.
- Capital Pride maintains a contact list of the primary contacts for each registered parade group. On parade day, emergency communications will be communicated by email and text message to those primary contacts.

Building a float

Ideas for Marching Groups

- This year's Pride theme is **Together, We Shine**, consider emphasising our theme, or your own, and brainstorm ideas to dress up a banner, signage, bikes, scooters, pets and yourselves.
- Decide upon a budget that you will work around for props and costumes. Materials you may want to include: balloons, streamers, candy, water guns, signage, handouts. Please review our Additional Rules and Regulations section for more information on how to safely and responsibly use these items.
- Consider creating a dance or cheer to chant throughout the route.
- Bring water or juice to stay hydrated.
- Assign roles to those giving out handouts, candy, and holding signs or banners.
- Consider footwear for walking.

Marching Bands / Flag Bearers / Dancers

Some things to consider:

- Where will you leave cases and any other extra equipment?
- Is your uniform or costume suitable for the weather?
- Can you decorate your instruments or equipment?
- Can you have water marchers stationed behind dancers/performers for breaks?
- Have you prepared a setlist or playlist?
- Are you wearing appropriate footwear for a long distance walk?

Ideas for Small Vehicles, Large Vehicles, and Floats

- Decide which type of vehicle you will use as a foundation for your colourful creation. Your choice of vehicle can be anything from an electric golf cart to a flatbed trailer. You may have to rent a larger truck or trailer if needed.
- Brainstorm ideas to dress up your float. Consider a theme that you want to emphasise.
- Decide on a budget that you will have to work around for materials, props and costumes. Balloons, streamers, paper mâché, and banners are all inexpensive and colourful ways to decorate your artwork.
- Plan enough time on the day of the parade to properly arrange your float. You don't want to have to start the parade with an incomplete presentation! You and your crew should consider that decorations suitable to move at parade-speed may not stand up to the speed required of vehicles in regular traffic. Plan accordingly to decorate vehicles at the staging area.

Where to Buy Supplies

- The Flag Shop offers an assortment of Pride products available both online and at their retail location in the Glebe. Visit them in person at 838 Bank Street in Ottawa, online at <http://pride.flagshop.com/>, or call (613) 789-5456.
- Party City offers a wide selection of Pride decor both online and in-store.

- Other online shopping options that ship to Canada:
www.paradefloatsuppliesnow.com

FREQUENTLY ASKED QUESTIONS

APPLICATION DEADLINES

Parade Applications Open: Wednesday, May 6th, 2026

Parade Applications Close: Friday, July 24th, 2026

All application documents must be submitted by Friday, July 24, 2026.

2026 CAPITAL PRIDE STREET FESTIVAL/VENDOR HOURS

Saturday, August 29th, 2026: 12:00 - 20:00

Sunday, August 30th, 2026: 12:00 - 20:00

PARADE ROUTE

Staging Area: Wellington Street between Booth Street and Vimy Place

Begins: Wellington Street and Booth Street

Ends: Bank Street and Slater Street

GENERAL PARADE INFORMATION

The Parade starts at 1:00pm on Sunday, August 30th, 2026. The parade route will take approximately 45 minutes to walk.

PARADE APPLICATION INFORMATION

I am not sure which category my group/organization falls under. What should I do?

Please look at the table and definitions below.

Non-profit, community group, or charity with a budget under \$250K	\$75	\$150	\$225
Non-profit, community group, or charity with a budget over \$250K	\$250	\$300	\$400
Union, political group, government organization, educational institution	\$700	\$800	\$900
Independent (Small) Business	\$100 0	\$120 0	\$140 0
Commercial (Large) Business*			

**Ask us how you can become an official Capital Pride Festival Sponsor! Email info@capitalpride.ca.*

Definitions:

Marching Contingent: Groups who plan to participate on foot or non-motorized vehicle/wheels (bicycle, roller skates, roller blades, etc.).

Small Vehicle: 20 ft or less (eg. pick up truck, cube van).

Large Vehicle: Any vehicle longer than 20 ft (including vehicles with trailers).

Independent Small Businesses: Defined as a local business with up to 2 store fronts or under 50 employees.

Commercial Large Businesses: Defined as a business with more than 2 store fronts or over 50 employees.

The application says registrations are subject to approval. What does that mean?

Participation in the Parade is conditional upon approval by Capital Pride. The submission of an online application should not be deemed as an obligation for Capital Pride to accept the participation request. After Capital Pride has reviewed the application form, the participating group will be informed electronically of its acceptance to the Pride Parade.

I want to add a/another vehicle to my registration. Who should I contact and what will it cost?

You should contact registration@capitalpride.ca. It will cost an additional **\$100.00** for a small vehicle and an additional **\$200.00** for a large vehicle.

How do I find my invoice?

Your invoice will be sent to the Primary Contact email that was included in your application form. The email will be from Quickbooks on behalf of Capital Pride.

When are payments due?

Payments are due seven (7) days after you have received your invoice. Arrangements can be made if you are paying by cheque; cheques must be received by Friday, July 24th, 2026. We also accept Electronic Funds Transfers (EFT).

Why do I have to pay a SOCAN fee to play recorded music?

A music license is required when recorded music is played in Canada. We acquire a license on your behalf and remit the fees.

Does Capital Pride provide refunds?

Capital Pride does not provide refunds for parade fees under any circumstances*.

**In the event of force majeure:*

Capital Pride, its board of directors, staff, and volunteers, cannot be sued for damages or otherwise in the event of the non-respect of the guidelines contained in this guide, its entirety or in part, following a fire, a storm, a flood, a war, a rebellion, an insurrection, a riot, a civil commotion, a strike, a worker's conflict, a fuel shortage, an accident or as a result of unforeseeable circumstances or force majeure beyond Capital Pride's control, whether or not the causes resemble those listed above.

Do I require separate insurance for both the Street Festival and Parade?

Yes. As part of your Capital Pride 2026 application, you are required to obtain General Liability Insurance in the amount of \$2,000,000 (Two Million Dollars) and list Capital Pride (396 Cooper Street, Ottawa, Ontario, K2P 2L6) as an Additional Insured. With the times listed above. If you are only participating in the parade, please purchase insurance only for August 30th, 2026 from 8:00am - 4:00pm

If you do not currently have General Liability Insurance and will only be participating in Capital Pride and no other business operations, please purchase Event Insurance at <https://duuo.ca/>. Instructions for this coverage can be found below.

If you do not currently have General Liability Insurance and will be participating in more business activities outside of Capital Pride, please email liv_gauthier@cooperators.ca for an annual insurance quote. You can also give Liv a call at 613-836-8886 extension 700216. Liv Gauthier is our trusted Commercial Insurance Specialist. They are also a part of our community and our Capital Pride Events! (**Find details at the end of this sheet.**)

Do I require a proof of insurance upon the submission of my application?

No, all applicants may submit their proof of insurance no later than July 24th, 2026. We highly recommend you submit your insurance sooner rather than later.

My group leader will be on vacation/out-of-office in the weeks leading up to the parade. How do we make sure we are receiving emails?

Emails will be sent to both the Primary Contact and the Group Leader. You may disperse the information as you see fit.

How many marchers can I have with my contingent?

We do not have a minimum or maximum number for marching contingents.

Do you offer Group Leader training?

Yes, we will host a Group Leader Training Session on July 30th, 2026 from 7:00pm-8:30pm on Zoom.

What accommodations are available for accessibility needs during the Parade?

The Accessible Viewing Area will be located at the Garden of Provinces and Territories at Wellington and Bay St. The Accessible Drop Off will be shared when groups receive their final details via email.

PARADE QUEUE AND STAGING AREA COORDINATION

When will I be notified of my parade staging area location?

You will receive an email by August 7th, 2026.

Will the parade continue if it rains?

Yes, the Capital Pride parade is a rain or shine event.

Does Capital Pride provide water, snacks, or sunscreen for marchers?

No, we do not provide snacks, sunscreen, or water. That is the responsibility of marching groups.

Will there be First Aid available in the staging area?

There will be a First Aid tent in the staging area from 8:00am to 3:00pm.

How long will our marching contingent wait in the staging area?

Please be prepared to wait for up to 2 hours. Capital Pride does its best to coordinate to make sure that participants spend as little time in the sun as possible.

How much room will we have for our banner/float/equipment, etc.?

The amount of space allotted to each group is determined by the number of marchers and vehicles in each group's registration. Make sure to accurately fill out your parade application to ensure enough space.

Can I use confetti during the Parade?

No. Confetti is banned.

Where do I check-in on Parade Day?

There will be a check-in tent at the entrance of the staging area for group leaders.

Litter and Glitter: If you are observed leaving trash in the staging area or along the parade route, you will be charged a clean-up fee. If you set off glitter/confetti bombs/cannons/poppers, you will be charged a clean-up fee. If you leave garbage (branded or otherwise) in your staging location, you will be charged a clean-up fee.

APPLY FOR PARADE INSURANCE COVERAGE

Duuo Event Insurance Instructions (approximately 10 minutes):

Go to <https://duuo.ca/>

1. Click "Get a Quote" in the top right-hand corner.
2. Click "I'm a vendor at an event".
3. Already a Duuo user? Click "Close". You will sign up at the end.
4. Click "Can't find your event" at the drop-down search bar. Capital Pride has their own higher coverage outside of DUUO.
5. Click "Can't find your venue" in blue.
6. Enter "Capital Pride" for the event name and "403 Bank Street, Studio 2 Ottawa (ON) K2P 1Y6" for the venue location.
7. Click "Next"
8. Click "Individual" or "Registered business" depending on your case and fill out the questions on the right.
9. Click "Next"
10. Select the size of your booth.
11. Review the excluded activities list. If any apply to you, please email liv_gauthier@cooperators.ca. You cannot move past this step without reviewing the excluded activities list.
12. Answer the food and beverages questions on the right.
13. Click "Next"
14. Select "August 30th" for the event date.
15. Click "Next"
16. Choose your coverages. A minimum of \$2,000,000 liability is required.
17. Click "Next"
18. Sign up and purchase!
19. Create your Certificate of insurance listing "Capital Pride" as additional insured with their mailing address of "396 Cooper Street, Ottawa, Ontario, K2P 2L6".
20. Attach the proof of insurance to your Capital Pride parade application form.
21. Done!