

2018 INTERHAB PUSH DAY RALLY - HANDBOOK

TUESDAY, MARCH 27, 2018 | 10 AM | 1ST FLOOR, CAPITOL

Schedule of Events: Overview

Arrive early, if you can, to accommodate the process of passing through security.

9:30 a.m. Participants arrive and enter the Capitol through the “Visitor’s Center” on 8th Street and make their way through security

10:00 a.m. Welcome address and speakers

11:30 a.m. Lunch (participants may order lunches through InterHab for \$8 each or bring their own)

1:00 p.m. Visit legislators, deliver advocacy materials and fill the galleries.

Who do I ask if I have a question about something?

If you have a question in advance of the event, please contact InterHab at 785.235.5103. During the event, all InterHab staff will be on hand to offer assistance. In addition, there will be tables set up in the south wing of the first floor of the Capitol where advocacy materials, t-shirts and lunches can be picked up. You will be able to find InterHab staff and volunteers there who can assist you.

When can I pick up my lunch that I ordered?

Lunches can be picked up at the designated tables in the south wing of the first floor at 11:30 am. Orders will be arranged by agency and will be handed out as a collective whole to each organization. Please send a representative or two from your organization to pick up your agency’s lunch, as they will not be handed out individually.

Where can I pick up my t-shirt?

T-shirt orders may be picked up at the InterHab office on March 23 or they may be picked up at the event. They must be picked up as a collective whole and not individually.

Who is my legislator and what office are they in?

Visit <http://www.kslegislature.org/li/> to find out who your legislators are, along with contact information like their phone number, office number and email address. InterHab highly recommends that you send out in advance any relevant information about your legislator(s) to everyone in your agency that plans to attend Push Day. Please contact your legislators in advance and set appoints to meet with them.

What should I bring with me?

If you did not order an InterHab t-shirt, please wear a royal blue shirt, casual clothing and comfortable shoes. We have requested the maximum amount of chairs that the Capitol can provide but please consider bringing your own chair as they aren’t able to provide seating for the over 500 people we are expecting.

Where are the restrooms?

There are restrooms all throughout the Capitol should you need to use the facilities.

Where can I park? - Buses and Large Vans

If your organization is arriving by bus or van we strongly recommend that your driver drops everyone off at the circle drive on the north side of the Capitol, which is on 8th Street.

The driver may then park in the Judicial Center parking lot at 10th & Harrison. The drivers can return to pick up their passengers in the same area.

Where can I park? - Vans and small vehicles:

InterHab has reserved all parking spaces on the west side of Jackson Street between the 10th street and 9th street. If those spots are all taken we recommend the following parking garages:

The Centre City Parking Garage

It is located at 109 SW 9th (between Kansas Ave. & Jackson, on the north side of the street). The cost is \$1 an hour.

Crosby Place Garage

It is located at 108 SW 8th Street (north side of 8th Street, between Kansas Ave. & Jackson Street). The cost is \$1 an hour.

Please note:

The underground parking garage at the Capitol is only for 2 hour parking.

Parking surrounding the Capitol Complex is under the jurisdiction of the City of Topeka. The parking meters are \$1.00 per hour for all 1/2-hour, 1-hour, and 2-hour parking meters. All 10-hour parking meters are yellow and are 65¢ per hour.

8th Street

- Most of the parking meters along the south side of 8th street between Jackson and Harrison are 10-hour. However, there are also two 1/2-hour and two 1-hour meters close to the center of the block near Van Buren. **Be careful to take special note of the signs when parking in this area.**
- Along the North side of 8th Street there are 1-hour and 2-hour meters.

10th Street

- Along the north side of 10th Street between Kansas and Jackson (by Memorial Hall) there are both 1-hr and 2-hr parking meters. No parking is allowed along the south side.
- Along 10th Street between Jackson and Harrison - there are 10-hour parking meters along the south side of 10th Street and 2-hour parking meters along the north side of 10th Street.

11th Street

- Between Kansas and Jackson Streets, parking is along the north side of 11th Street only and they are 1-hour meters.

Harrison Street

- There are 2-hour meters on the east side of Harrison between 8th and 9th Streets.
- There are 10-hour meters on the west side of Harrison between 8th and 9th Streets.
- Between 9th and 10th Streets along Harrison, there are only 1-hour meters on both the east and west sides.

Jackson Street

- Between 8th and 9th Streets along Jackson, there are 10-hour meters on both east and west sides.
- Between 9th and 10th Street along Jackson, there are 1/2-hour parking on the east side (along Landon State Office Building) and 1-hour parking across the street on the west side.
- Between 10th and 11th streets along Jackson (across from the Curtis State Office Building), there are only 1-hour meters.

- Between 11th street and 12th Street along Jackson there are four 10-hour meters.

State Parking Lot #1

- Free parking for Capitol Complex Visitors: in addition to metered parking along the streets, there is a specifically marked section for visitor parking in lot #1; enter the first entrance south of Tenth Street on Harrison. There is a sign designated "Visitor Parking" as you enter the parking lot. The visitor section is located along the second parking island facing the Judicial Center. This is 4-hour parking only and violators will be ticketed.