

TEMPE FESTIVAL *of the* ARTS

Welcome to the 2019 Spring Tempe Festival of the Arts

We are looking forward to your arrival in approximately three weeks. This document is all about check-in and load-in times and places. If you have questions, don't hesitate to call or email.

STEP ONE – CHECK IN

Before anyone can **Load-in**, you must first **Check-In**. Only artists that have their credentials can drive into the festival footprint. At Check-In you will get your entry credentials and your specific load-in map based on your location. ALL ARTISTS MUST BRING PHOTO ID – and CHECK IN HIM OR HERSELF! This is how we know that you are here, so please don't send an intern or family member. Plus, this is my chance to say hello or meet you.

Artist Check-In starts in our office the day before load-in. If you are local or plan to arrive early, this is a great opportunity to avoid lines. If you check-in at our office, you do not have to return for on-site check-in Thursday.

Wednesday, March 27, 2pm – 5pm: Check in is at our office, 310 S. Mill Avenue. This is also the area where Artist Hospitality is held during the event. You will head east on 3rd Street from Ash and see the Check-In Signage outside our office before Mill Avenue. You can park in the metered spaces along 3rd or in the Hayden Square garage that enters from 3rd Street. The office is on the ground floor on 3rd street, just west of Mill Avenue. Metered parking on 3rd will be bagged for you to pull in and complete check-in.

Thursday, March 28, 9am to 9pm: Check in on Thursday is located at the surface parking lot at 5th and Farmer (at 495 South Farmer St, west of Mill on 5th Street – NORTH end of parking lot). Need a pin for your mobile map? Text me at 480.309.3235 and ask "Send me the pin for check in" and I'll get it to you. Don't wait to text me on Thursday because I'll be ... checking people in 😊

Friday, March 29, 6am to 9am: Check-In returns on Friday to Artist Hospitality which is at our offices at 310 S. Mill Avenue. Again, meters along 3rd will be bagged.

STEP TWO – LOAD IN

Vehicles are allowed to enter the event on **Thursday March 29** starting at 9am and continuing through the day and night, based on your specific load in time. Vehicles must be out of the event area by 9am on Friday morning, March 30.

If you have checked in Wednesday, you can go right to your cue at your approved time. You do not need to return to Artist Check-In.

You will be allowed to drive to your space to load and unload **ONLY WHEN YOU HAVE ENTRY CREDENTIALS** and **ONLY AT YOUR DESIGNATED TIME**. No vehicles can enter the site without required credentials. All Fire lanes must be kept clear at all times, security will ask you to move your vehicle, if it is in the fire lane. Please keep the following in mind during load-in:

1. Enter from appropriate entrance, at appropriate time. If you are early, you will be in a cue but security will not allow you to enter until your appropriate time.
2. Once you reach your booth, stay as close to your booth as possible to allow other traffic to pass.
3. Security and festival staff will direct you to leave an emergency fire lane open at all times. You may **NOT** leave your vehicle parked during your set up. You must **UNLOAD, MOVE YOUR VEHICLE** and return to set-up. A parking map of area garages and prices is attached.
4. If you are walking around and asking the temp staff how much longer it's going to take them to chalk the spaces, they are going to hand you chalk and give you a staff shirt ... (maybe I'm joking ☺)

The following page includes the load-in schedule. Note that the load-in times are approximate based on security permissions and road closures.

Please check your load-in time carefully. Your booth number indicates which series of booths you are in. Also, make sure you go to the correct cue location, as security will not allow you to enter at a location other than the entry point you have been assigned.

Finally – Load-in times are the **EARLIEST** you can load in, but you are welcome to come anytime from that point on. Your only time constraint is being out of the perimeter with your vehicle by 9am each morning. You can load in during the middle of the night if you want (and it might be quieter that way).

STEP THREE – PARK

Public Parking is available on a daily basis (<http://www.downtowntempe.com/get-around/parking>). However there is no official RV parking in the immediate area. For a list of RV parks, visit the *For Artists* page on our website. There will be a limited number of spaces available for purchase in the 5th and Farmer lot at Check-In.

Booth Section	Load-In	Entry Point	Directions
7000	10am	A	Enter from Ash onto 6th Street, turn South onto Maple and curve around to 7000 section
6300	10am	A	Enter from Ash onto 6th Street, turn South onto Maple
6000	3:30pm	A	Enter from Ash onto 6th Street, cross Maple
4000	3:30pm	C	Enter from 3 rd Street onto Mill Avenue, turn right onto 4th
5000	6:30pm	B	Enter from Ash heading north, turn right (East) onto 5th
5100	6:30pm	B	Enter from Ash heading north, turn right (East) onto 5th
5200	6:30pm	B	Enter from Ash heading north, turn right (East) onto 5th
5500	7pm	C	Enter from 3rd Street onto Mill Avenue, turn left (East) onto 5th
5600 (Cottage Edibles)	7pm	C	Enter from 3rd Street onto Mill Avenue, turn left (East) onto 5th
1000	8pm	C	Enter from 3rd Street onto Mill Avenue
1100	8pm	C	Enter from 3rd Street onto Mill Avenue
1200	8pm	C	Enter from 3rd Street onto Mill Avenue
1300	8pm	A	Enter from Ash onto 6th Street, cross Maple and turn right (South) onto Mill Avenue
1400	8pm	A	Enter from Ash onto 6th Street, cross Maple and turn right (South) onto Mill Avenue

Quick Instructions:

- 1) Check-In – If you live in the valley, stop by our office Wednesday. If not, we'll see you Thursday.
- 2) Go to your spot – at the right time and through the right entry point - or security will send you back.
- 3) Quickly unload.
- 4) Park your vehicle.
- 5) Come back to set up.
- 6) Be nice to your fellow artists – everyone is tired and not thrilled about set up ☺
- 7) Have a great night, sleep well and we will see you back Friday morning for opening day of the 50th Anniversary festival!

Thank you for being part of this event. We will see you at Check-IN!