

# TEMPE FESTIVAL *of the* ARTS

## Welcome to the 2020 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 25, 3pm – 6pm: 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 3<sup>rd</sup> Street from Ash and see the Check-In Signage outside our office before Mill Avenue. You can park in the metered spaces along 3<sup>rd</sup> or in the Hayden Square garage that enters from 3<sup>rd</sup> Street. The office is on the ground floor on 3<sup>rd</sup> street, just west of Mill Avenue. Metered parking on 3<sup>rd</sup> will be bagged for you to pull in and complete check-in.

Thursday, March 26, 8:30am to 10pm: Check in on Thursday is located at the surface parking lot at 5<sup>th</sup> and Farmer (at 353 South Farmer St, west of Mill on 5<sup>th</sup> Street –NORTH end of parking lot). Here's a [google street map](#) of the parking lot.

Friday, March 27, 6am to 9am: Check-In returns on Friday to Artist Hospitality which is at our offices at 310 S. Mill Avenue. Again, meters along 3<sup>rd</sup> will be bagged.

## **STEP TWO – LOAD IN**

Vehicles are allowed to enter the event on **Thursday March 26** 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 27.

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.

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 5<sup>th</sup> and Farmer lot at Check-In.

Section	Load-In	Entry Point Cross Streets	Directions
1000	9:00pm	Mill & Rio	From Ash, East on Rio Salado, Right on Mill Ave
1100	8:30pm	Mill & Rio	From Ash, East on Rio Salado, Right on Mill Ave
1200	8:00pm	Mill & Rio	From Ash, East on Rio Salado, Right on Mill Ave
1300	7:30pm	3rd & Ash	From Ash, East on 3rd Street
1400	7:30pm	3rd & Ash	From Ash, East on 3rd Street
5000	6:30pm	5th & Ash	From Ash heading south, turn left onto 5th
5100	7:30pm	5th & Ash	From Ash heading south, turn left onto 5th
5200	8:30pm	5th & Ash	From Ash heading south, turn left onto 5th
5500	6:30pm	5th & Myrtle	From University, turn North on College, left on 5th Street
6000	3:30pm	6th & Ash	From Ash heading north, right onto 6th Street, cross Maple
7000	9am	6th & Ash	From Ash onto 6th Street, turn South onto Maple and curve around to 7000 section
5600 (CE)	6:30pm	5th & Myrtle	From University, turn North on College, left on 5th Street
6300 Even Booths (West)	11am	6th & Ash	From Ash onto 6th Street, turn left onto Maple
6300 Odd Booths (East)	9am	6th & Ash	From Ash onto 6th Street, turn left onto Maple

### 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!

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