



## ARTIST LOAD-IN & LOAD OUT INFORMATION

Please review the important information below and please bring it with you. You will need to know this information before arriving on site. If you have questions regarding participating in Summer Art Market as an artist, please contact **Carol Hiller**, Event Coordinator: [caroleyii@mindspring.com](mailto:caroleyii@mindspring.com) or [303-668-2322](tel:303-668-2322).

- **MAP FOR ARTIST LOAD-IN & LOAD-OUT**
  - Please note your booth location and event access point on the map.
- **ARTIST ACCESS PASS:** The SAM Access Pass will be available when you arrive at your designated access point on **Friday, June 8**.
  - *This is an Access Pass, NOT a parking pass.*
- **WHERE TO ENTER:**
  - Booths #1-106: Entrance to the event site is at 3rd & Sherman Street
  - Booths #107-173: Entrance to the event site is at 2nd & Sherman Street
  - *DO NOT ENTER THE SITE FROM ANY OTHER LOCATION.*
- **EVENT HOURS:**
  - Saturday, June 9, 2018: 10:00 a.m. to 6:00 p.m.
  - Sunday, June 10, 2018: 10:00 a.m. to 5:00 p.m.
  - *Artists may not close down prior to event closing*
- **FRIDAY TENT SET-UP:**
  - Friday, June 8: 3:00 p.m. – 7:30 p.m.
  - *Please remember to come to the ASLD Building to pick up your Artist Packet on Friday, June 8 between 3:00 p.m. – 7:30 p.m. Your packet will contain your booth sign, badge, and a number of valuable coupons!*

- *If you are setting up your own tent, you may do so during these times. And YES! You may drive right up to your booth space.*
  - *Please note that all tents will be placed two feet from the curb. You may NOT use any space beyond the curb. Remember we are guests of the neighborhood and your tent is set up in front of private property.*
  - *Please drive in, unload your tent, and move your vehicle. You may then walk back to your space to set-up your tent.*
  - **REMINDER: YOUR TENT MUST BE PROPERLY WEIGHTED DURING THE EVENT. HOWEVER, THERE IS NO STAKING ALLOWED, INTO EITHER THE GRASS OR THE ASPHALT.**
- **SATURDAY & SUNDAY LOAD-IN:**
    - 7:00 a.m. to 8:30 a.m. (No cars will be allowed on-site after 8.30 a.m.)
- **SET-UP NOTES:**
    - Your space & number will be marked on the ground. Please be considerate of your fellow artists and use only the area assigned to your booth. After you unload you must move your car immediately and then come back to set up. Do not leave your car in the loading area while setting up. This causes problems for artists, staff and volunteers helping with the flow of traffic.
    - All artists will receive one load-in pass per artist. This is NOT a parking pass. When loading-in you MUST place this pass VISIBLY on your dash with your name, booth number and cell number.
    - The event rental company will arrive at 7:00 am and will set up throughout the day Please be courteous to the set-up crew as they are working as quickly as they can. If they are still setting up in your area, they will do everything they can to accommodate you as quickly as possible.
    - If you ordered anything from a rental company and have questions about your specific rental, please contact the company directly. Do not ask the event staff.
    - Overnight Storage is available in the League Building Friday and Saturday night on the first floor.
- **SUMMER ART MARKET RENTAL GUIDELINES**
    - Please give the rental company the time they need to complete their work. They need to spend the entire day until 3:00 pm focused on setting up the entire event, not just your space.
    - Please DO NOT arrive on site before 3:00 pm or you will be asked to leave.
    - Please let your rental company know if you have questions about any of the rental equipment on the worksheet. Also, if you are looking for an item that you do not see on the worksheet, please don't hesitate to ask.
    - Deadline for rental order placement and final payment is June 5.
- **TEAR-DOWN:**
    - Saturday, June 9 and Sunday, June 10

- Load-out begins at APPROXIMATELY 6:30 p.m. (Saturday) and 5:30 p.m (Sunday). NO VEHICLES MAY ENTER THE SITE BEFORE THESE TIMES AND ONLY WHEN THE POLICE DEEM IT SAFE. Load-out ends at 7:30 p.m. on Sunday.
  
- **SUNDAY LOAD-OUT INSTRUCTIONS:**
  - Your booth must be packed up BEFORE your vehicle may enter the site.
  - Vehicles may NOT line up to wait BEFORE the booth is packed up.
  - Any booth that packs up before closing will not be allowed to participate in future events.
  
- **PARKING OPTIONS:**
  - Parking is a problem each year. Park away from the event on Saturday and Sunday. You get a little exercise and our patrons get a closer parking place!
  - You may NOT park in the alleys or park in either of the lots on League property. If you do this, your car will be towed. If your car is illegally parked and you do not have a load-in pass displayed on your dashboard so we can find you, your car will be towed at your expense.
  - We encourage you to find street parking a distance away and allow your patrons to park in the lots and close up neighborhood parking. We will also be encouraging people to ride the bus and use the bike path, so please include that in your marketing as well.

Here's to a fun, safe and successful Summer Art Market!