

SUMMER ART MARKET 2017
Load-In, Load-Out & Parking Information

ARTIST LOAD-IN & LOAD-OUT:

- Please note your booth location and event access point and traffic flow directions on the map.
- The SAM Access Pass will be available when you arrive at your designated access point on Friday, June 9th. (This is an Access Pass, NOT a parking pass.)
- Entrance to the event site is at 3rd & Sherman Street for spaces: **#1 - #112**
- Entrance to the event site is at 2nd & Sherman Street for spaces: **#113 - #181**

DO NOT ENTER THE SITE FROM ANY OTHER LOCATION.

EVENT HOURS (Artists may not close down prior to event closing):

Saturday, June 10: 10:00 a.m. to 6:00 p.m.

Sunday, June 11: 10:00 a.m. to 5:00 p.m.

FRIDAY SET-UP:

Friday, June 9: 3:00 p.m. – 7:30 p.m.

- 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 three 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 items, and move your vehicle. You may then walk back to your space to set-up your area.

REMINDER: YOUR TENT MUST BE PROPERLY WEIGHTED. 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 you. 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 7am 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 our rental company and have questions about your specific rental, please contact the company directly. Do not ask the event staff on site.
- Overnight Storage is available in the League Building Friday and Saturday night in the Atelier room, 2nd 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 Chair Rental 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 order placement and final payment is June 1st, 2017. NO EXCEPTIONS.
- Certain items (i.e.- grid wall), are hot items for this festival. Placing your order in a timely manner will help you get the items you need.
- If there is a problem AFTER your tent or other equipment has been placed, please contact the Chair Rental office at 303-936-0794. It is more time efficient to allow Chair Rental to dispatch help to your location. PLEASE DO NOT question the Chair Rental crew on site.
- If you have questions prior to 3:00 pm on set up day, please call Chair Rental at 303-936-0794, rather than coming to the event site.
- Chair Rental is proud that this will be their 7th year working with the Summer Art Market. They want to make the rental process as smooth as possible for all of the artists, so please do not hesitate to contact them at 303-936-0794 with any questions or concerns and please adhere to the guidelines above.

TEAR-DOWN:

Saturday, June 10 and Sunday, June 11

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!