



SUMMER ART MARKET 2025

Event Logistics

Here you will find specific details regarding Load-in, Parking, Booth Assignments, Load-out + more! Please review this information carefully, as there have been updates to the load-in schedule and instructions.

5.1 LOAD-IN INSTRUCTIONS

All artists will be assigned a designated entrance and a designated time for load-in. See Section 5.3 for your assigned load-in based on your booth location. **If you have any load-in-related questions, please ask them before the event weekend.**

- **ARRIVE AT ASSIGNED ENTRANCE + TIME** - All artists will be assigned a designated entrance and a designated time for load-in. Please be considerate of your fellow artists and use **only** the entrance assigned to your booth.
- **RECEIVE LOAD-IN PASS** - Upon arrival, all artists will receive one Load-In Pass per artist. During load-in, you **MUST** place this pass **VISIBLY** on your dash with your name, booth number, and cell number. If your car is illegally parked and you do not have a Load-In Pass displayed on your dashboard, face up with your cell phone number so we can find you, you will be towed at your expense.
- **PARK AT YOUR BOOTH** - Once you have located your assigned booth, pull up **as close along the curb** directly opposite your booth to begin unloading. Do not park in the middle of the street, in any booth spaces, or opposite any booth but your own.
- **UNLOAD** - Your responsibility is to unload as quickly as possible and make way for other artists who are unloading during that same time slot. Volunteers will be available to help as much as possible; however, ultimately, it is your responsibility to bring helpers, dollies, and anything you may need to unload quickly. Please note: volunteers may **NOT** move art at any time. **You may NOT leave your car unattended in the load-in area.**
- **EXIT SITE** - Once your artwork and supplies are unloaded, you must move your car immediately before returning to site to set up your tent. No setup can occur while your vehicle remains in the load-in area. This causes problems for your fellow artists, staff, and volunteers who are helping with the flow of traffic.

- **PROCEED TO PARK** - Parking for this event is difficult. **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 ASLD property. If you do this, your car will be towed.
- **RETURN TO SITE + SET UP!**

Please remember to be courteous to those who are helping you and your fellow artists. Their job is to move people along quickly and make sure traffic does not become an issue for the neighborhood.

5.2 LOAD-IN PASSES

You **MUST** have a Load-in Pass displayed prominently on your dash with your name, booth number, and cell phone number. There will only be one Load-in Pass per artist. Since we are using public streets without designated cut-outs or load-in zones, it is crucial that we can reach you immediately if your car needs to be moved. If your car is parked illegally and there is no pass on your dash, or it does not contain the appropriate information, your car will be towed at your expense.

5.3 LOAD-IN SCHEDULE

Artist load-in will occur on Friday, August 22, starting at 3:00 PM, and specific load-in timeframes will be assigned. Chair Rental Co and all rented equipment will arrive at 7:00 AM on Friday, and will set up until 3:00 PM.

*** In the event of any setup or weather issues, Chair Rental Co may be there longer. Please be courteous to the setup 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 have questions about your specific rental, please **contact the company directly**. DO NOT interrupt the setup crew when they are working on other booths.*

No artists/vehicles will be permitted to enter the site prior to 3:00 PM, NO exceptions. If you arrive sooner, you will be asked to leave.

If you arrive prior to your assigned load-in window below, you will be asked to leave and come back for your designated load-in time.

Enter at 1st Ave & Grant St, exit at 4th Ave:

- Booths #1-25 | 3:00 PM - 3:45 PM
- Booths #48-76 | 3:45 PM - 4:30 PM
- Booths #107-126 | 4:30 PM - 5:15 PM

Enter at 3rd Ave & Sherman St, exit at 3rd & Logan St:

- Booths #26-33 | 3:30 PM - 4:00 PM
- Booths #34-40 | 4:00 PM - 4:30 PM
- Booths #41-47 | 4:30 PM - 5:00 PM

Enter at 2nd Ave & Sherman St, exit at 2nd & Logan St:

- Booths #77-92 | 3:30 PM - 4:15 PM
- Booths #93-106 | 4:15 PM - 5:00 PM

Note: If you are sharing a booth, please plan accordingly to stagger your load-in arrival time with your boothmate. Otherwise, if multiple cars per booth are in the event footprint at once, one of them will be parked in a neighboring booth's load-in spot.

5.4 PARKING FOR THE WEEKEND

There may be businesses that are willing to let us use their parking lots during the event. If so, you will be notified before the event. We encourage you to find street parking a distance away and allow your patrons to park in the lots and nearby neighborhood parking. You may not park in the alleys or ASLD parking lots during the event. Any vehicle parked blocking neighbors, alleys, or access will be towed. We will also be encouraging people to ride the bus and use the bike path, so please include that in your marketing as well.

5.5 BREAKS DURING THE WEEKEND

Event volunteers will be on-site and will try to give artists as many breaks as needed during the event. However, this is dependent on how many volunteers are available. If you know of anyone who may wish to volunteer, please have them contact Kait Short directly. These breaks are a courtesy and are not guaranteed. We recommend bringing friends and family to help you during the weekend. You may also want to spend time getting to know your neighbors and ask if they may be able to watch your booth during break times.

5.6 CLEAN-UP

Every year, SAM is faced with the challenge of clean-up from a heavily trafficked, weekend-long event. Our staff and volunteers need your help! You must leave your area 100% clean upon load-out. Take all trash, boxes, etc., to the dumpsters before you leave on Sunday evening. Reminder: Our team is cleaning up as you are cleaning up, which means the cardboard trash receptacles around SAM are being picked up when the Market ends. It is your responsibility to take your trash directly to the dumpster, which will be located in the north parking lot. **A \$100 fine will be assessed for any space that is not left clean.**

5.7 LOAD-OUT

The event will conclude on Sunday at 5:00 PM. No art or infrastructure teardown may occur until **after 5:00 PM**. Please be courteous to your fellow artists and visitors by remaining open for the full duration of the event.

Once the event has ended, you may begin breaking down your booth. Please **completely** break down your tent, artwork, supplies, etc, and check in with the SAM staff member

assigned to your area to confirm and receive your Load-out Pass. Then proceed to leave site to retrieve your vehicle. This helps limit the time your car is in the load-out area and ensures all artists have equal access for load-out.

Load-out traffic will be one-way. Please enter the same designated entrance you were assigned for load-in, pull up along the curb opposite your booth, and leave via the same exit. To allow time for guests to safely filter out of the streets, **no vehicles will be permitted into the event area until 5:30 PM, no exceptions.**

Note: If you are sharing a booth, please plan accordingly to stagger your load-out entrance time with your boothmate. Otherwise, if multiple cars per booth are in the event footprint at once, one of them will be parked in a neighboring booth's load-out spot.

5.8 2025 BOOTH ASSIGNMENTS + MAP

The SAM event site map will be available at asld.org/sam-2025-artist-information.