

Artists,

Ten days and counting! Just a few updates today:

1. Tonight you will receive your load-in & load-out access pass via email. It will come directly from my work email, not through Zapp. If you didn't receive it by the end of today, check your spam and then shoot me a message if you still can't find it.
2. I have attached a document with more information about load-in below. Please be sure to review this prior to next week Thursday!
3. Equipment & Power – If you requested and purchased any rental equipment and/or power, you should have received a confirmation email from me last week. If you didn't get that email and believe that you ordered something from us, please reach out.
4. If you want to purchase a parking pass in our coordinated lot, there is still time. You do not have to park in our lot, you can purchase parking at any location that works for you. However, if you decided to purchase from us, the **deadline is March 5th** and I'll email you the parking details on March 6th.
5. We'd love for you to join us at the Artist Reception – We will hold a gathering at our offices, 1 W. Rio Salado (SW corner of Mill and Rio), immediately following the close of the festival on Saturday evening. This is when all award winners will be announced. Come eat, drink and celebrate with other artists. Let us know that you will be able to make it and what you would prefer to eat. **Please RSVP [HERE](#) by March 1.**
6. I will be traveling to a conference for the remainder of the week, so please know I may be a little slow to respond to phone calls and emails.

If you need reminders on parking options, help with load-in details, or any other information, all previous emails and documents are stored at <https://tempefestivalofthearts.com/the-art/forartists>

Best,
Kim

Contact Info:

Tempe Festival of the Arts - Spring 2024

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TEMPE FESTIVAL *of the* ARTS

Welcome! 2024 Spring Tempe Festival of the Arts

Load in begins March 7th! This document is all about load-in times and places. If you have questions, don't hesitate to call or email.

LOAD-IN "CLIFF'S NOTES" (More details below):

- 1) Digital load-in pass will be emailed about a week prior to the event. Your digital load-in pass has your section number on it, not your booth number. You will need your booth number from Zapp.
- 2) Save your digital load-in pass on your mobile device (printing is not recommended due to the full color layout, but if you prefer to print – your choice)
- 3) Don't share your pass with anyone else, passes are specific to locations.
- 4) Load-in at the right time and through the right entry point - or security will send you back.
- 5) Pull close to your booth and quickly unload.
- 6) Remove and park your vehicle.
- 7) Come back to set up.

LOAD-IN ACCESS PASS The week prior to the festival, a digital pass will be emailed to you. Save it to show to our security guards at the entry points. Your pass is for your unique load in area, so don't share passes. Don't share this with other artist friends in an attempt to be helpful ... don't share them with your helpers so that you can get lots of vehicles. This will bog the system and won't be fair to other artists. If you need a second vehicle, please unload one vehicle first before bringing the second vehicle.

LOAD-IN DETAILS You will be allowed to drive to your space to load and unload based on your time. No vehicles can enter the site without a digital pass. 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.

Thank you for participating! Text Kim with questions – 414.331.8488

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, park, and come back to set-up.

Section	Thursday Load-In	Sunday Load-Out	Entry Point Cross Streets
7000	9:00AM	6:30PM	6th & Ash
6300 Odd Booths (East)	9:00AM	6:00PM	6th & Ash
6300 Even Booths (West)	11:00AM	7:00PM	6th & Ash
6000	10:00AM	6:30PM	6th & Ash
4000	4:00PM	6:00PM	3rd & Ash
5000	6:30PM	6:00PM	5th & Ash
5100	7:30PM	6:00PM	5th & Ash
5200	8:30PM	7:00PM	5th & Ash
5500	6:30PM	6:00PM	5th & Myrtle
5600 (CE)	7:30PM	7:00PM	5th & Myrtle
1400	7:30PM	6:00PM	3rd & Ash
1300	7:30PM	6:00PM	3rd & Ash
7500	7:30PM	6:00PM	7th & Myrtle
1200	8:00PM	7:00PM	Mill & Rio
1100	8:30PM	7:00PM	Mill & Rio
1000	9:00PM	7:30PM	Mill & Rio

The chart above is the load-in schedule. Remember 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).