

2024 Old Florida Celebration of the Arts
EXHIBITOR INFORMATION for FESTIVAL WEEKEND

Check-in Information

- Artist parking for check-in is available **behind** the Arts Center from 4:30 pm Friday. Enter at the corner of C and 3rd Street. All vehicles must be cleared from the lot by 9 pm.
- Check-in **Friday 4:30 - 6 pm** or **Saturday 6:30-8 am**. *You must setup on the day you requested when you applied as booth placement is based on that request. No exceptions without notification by 3/15/2024.*
- Artists must check-in *prior to set-up* and will be asked to present their picture ID. No partners/proxies.
- Materials to be picked up at registration include: (1) Festival Weekend PARKING PASS (allows you to drive on 2nd St during set-up & take-down and the CKPD to notify you if you are illegally parked); (2) Name Tag for you and guest; (3) Booth Tag ; (4) Welcome Letter & 2nd Street map; (5) Tickets to Awards Reception (6) Tickets for free bottled water and other goodies.
- Artists with cars/vans/small trucks can park near their assigned booth space **facing west on either side of the street** in preparation for **unloading at 5 pm**. RV's & vehicles with trailers must use cross-streets or may park **free** in the Marina Parking area one block from the venue until 9 pm and use a hand truck. PLEASE REMEMBER, there is no overnight parking for RVs, trucks or trailers in the marina parking area without a permit (see back) and the lot behind the Arts Center must be cleared by 9 pm.
 - BOOTHS 1-50 are located between Hwy 24 (D St) and C St. (Odd # south side; even # north side)
 - BOOTHS 51-106 are located between C and B St (Odd # south side; even # north side)
 - BOOTHS 107A-156 are located between B and A St. (Odd # south side; even # north side)
- **REMEMBER: Traffic on 2nd Street is ONE-WAY (East to West) from 5 pm Friday through Sunday take-down.**

Set-up Timetable

- **Friday 5 pm – Unload on the Curb** then move your vehicle as soon as possible
- **Friday, 6 pm – Begin Booth Set-up.** Our streets are narrow. We hope all vehicles will be unloaded & off the street by 6. **Per order of the CKPD, street set-up cannot begin until 6 pm, so please do not try to start setting before then for the safety of others & as a courtesy to local businesses.**
- Please complete Friday night set-up by 10 pm; Saturday morning set-up must be done by 9 am.
- No vehicles will be allowed on 2nd street after 9 am Saturday.
- If you need set-up assistance, please let us know ahead of time if possible
- Booths are to remain open until 5 pm on Saturday and 4 pm on Sunday.
- Bring a flashlight in case you need it as there will not be much moonlight festival weekend.

Booth Set-up Details

- 10' x 10' tents are recommended and **must be placed AGAINST THE CURB for safety reasons.**
- Each exhibitor has a 12' (wide) and 10' (deep) space marked on the street with WHITE numbers
- Springtime storms and high winds do occur. Tents must be weighted regardless of weather forecast. Modifications of asphalt to secure tents are not permitted.
- ***As required by the CK Fire Chief (1) all booths must be against curb (2) no front awnings are allowed (3) space between booths must be kept clear (4) sidewalks behind booths must be kept open to allow safe foot traffic. Please store excess artwork & supplies, etc. within your tent.***
- NOTE: originals must make up the majority of hung artwork and prints should be sold in bins. We are not responsible for damage to belongings.

Take Down (Sunday 4-7pm)

- **SUNDAY 4 pm** Take down on to adjacent sidewalk. Goal is to have all three sections of 2nd Street open to ONE WAY (E to W) traffic by 5 pm.
- **SUNDAY 8 pm** Street clear and open to two-way traffic.

MORE IMPORTANT STUFF TO KNOW

Questions? Contact us at 352-543-5400 or www.cedarkeyartsfestival@gmail.com.

PARKING: Your individualized Parking Permit should remain on your dashboard, clearly visible to the CKPD, throughout the weekend so that the police can notify you in case of emergency or a parking violation. Motor homes, trailers, and campers cannot be parked on the streets of Cedar Key. RV/Trailer/Camper parking is available at the CK Marina, one block from the venue. Slots must be reserved ahead of time (\$50/night, 2-night min) thru City Hall (352-543-5132). Dry camping only. Parking is also available at Cedar Key School (~ 1 mile away).

ARTIST HOSPITALITY:

- Morning Continental Breakfasts will be served at the Cedar Arts Center, 6:30 - 9:30 am Saturday and 7:30-9:30 Sun. Coffee, snacks and cool beverages will be available throughout the day at the Arts Center.
- Saturday Evening Artists Reception & Awards Ceremony, 5-6:30 pm in the Cedar Key Arts Center Garden.
- Information, posters & postcards can be found at the Information Booth.
- Food Booths will be open in City Park from 10am-4pm – Cash Only.

JUDGING: Begins as early as 10 am on Saturday and should be completed by 3 pm. Please have your booth tag in the proper location (upper left corner as you are entering your booth from the street).

PURCHASE AWARD PROGRAM: Individuals participating in the PURCHASE AWARD PROGRAM will have a Green Ribbon and an Award Coupon, valued at \$225. They have already committed to buy art at the festival. These coupons are as good as cash. Keep them safe as we cannot pay you without the completed coupon. Purchase award patrons will have all weekend to shop. Once they have chosen a piece, they will award the artist their ribbon and use "Purchase Award coupons" for payment. If the purchase amount exceeds the amount designated on the coupon, patrons will pay the difference directly to you. If the total is less than the amount on the coupon, please give the patron change. The patrons may choose to take the purchased art immediately, or leave it for display to be picked up before 4 pm on Sunday. The coupon must be completed with your name and signature and the patron must sign the coupon. Your coupons can be cashed in on Sunday between 2-4 pm upstairs at the Arts Center.

GENERAL INFORMATION:

- Event Hours: Saturday 10 am – 5 pm; Sunday 10 am – 4 pm.
- WIFI (antennae at the Arts Center). Please, no streaming during the event as our WIFI service can get overwhelmed and interrupt transactions for other artists. THANKS!
- Coordinator Contact Information: CedarKeyArtsFestival@gmail.com or (352) 543-5400.
- Website: www.CedarKeyArtsFestival.com
- Emergency Medical Services: For life threatening emergencies dial 911. During festivals EMS is based at City Park (East end of 2nd St) if not out on a call. The Fire Station is at the corner of 1st and C.
- Lost and Found: Police Department (entrance at the back of City Hall)

Please do not use the Bathrooms at the Island Hotel.

Porta-Potties are available at the Jiffy, on B and C Street and at City Park.
Artists are welcome to use the two bathrooms upstairs at the CKAC all weekend.

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April 5 & 6, 2024

Design Contest Theme: Feathered Friends

(2025 OFCA Entry & Booth Fees are waived for the Design Contest Winning Artist)

Up to 2 entries/artist. Email to CedarKeyArtsFestival@gmail.com. Deadline Aug 1, 2024.