

Exhibitor Information

Registration Information:

- Check in Friday from 6-8pm or Saturday 6:30-8am at the Cedar Key Arts Center.
- All artists must check-in and register *prior to setting up*.
- Artists must check themselves in. An ID will be required. No partners or proxy exhibitors.
Materials to be picked up at registration include: (1) Festival Weekend Car Pass (allows you to drive on 2nd St during set-up & take-down and park in designated areas). **NOTE: Don't forget to bring your Temporary Parking Permit** that was mailed to you to allow you to park on 2nd street prior to set up; (2) Name Tag for you and your guest; (3) Booth Tag (***Please place properly*** in upper left corner as you are entering your booth from the street so that our festival judge can easily read your booth number); (4) Festival information sheet including street map; (5) Tickets for Awards Reception; (6) Prepaid tickets to "purchase" water festival weekend; and.... some goodies.

Set-up & Take-down

- Friday set-up begins at 6:30pm, Saturday at 6:30am. **PLEASE do not try to set up early.**
- If you are assigned to set up on Friday, you can set up on either Friday pm or Saturday am. However, if you requested Saturday morning set-up you must wait until Saturday morning to set up.
- Unload and move vehicles as quickly as possible, *before* setting up your booth.
- Please complete your Friday night set-up by 10pm; Saturday morning set-up by 9am.
- No vehicles will be allowed on 2nd street after 9am Saturday.
- If you need assistance to set up your booth, please let us know ahead of time if possible.
- Booths should remain open to 5pm on Saturday and 4pm on Sunday.
- Booths should be dismantled no later than 8pm on Sunday.
- Bring a flashlight in case you need it.

Booth Details

- 10' x 10' tents are recommended. Tents must be placed AGAINST THE CURB for fire and safety reasons.
- Each exhibitor has a 12' (wide) x 10' (deep) space marked on the street by WHITE numbers.
- Springtime storms and high winds do occur. We recommend that all tents be weighted, regardless of the weather forecast. Modifications of asphalt to secure tents are not permitted.
- **As required by the CK Fire Chief for safety purposes** (1) all booths must be positioned against curb (2) no front awnings are allowed (3) space between booths must be kept clear and (4) sidewalks behind booths must be kept open to allow foot traffic.
- Please keep products, tools and stored items within the boundaries of the 10' x 10' booth space.
- Originals must make up the majority of your exhibit. Prints should be sold in bins.
- We are not responsible for damage to belongings.
- You can share tents, however, shared booths will not be judged.

Parking and RV information

2nd Street is not wide enough for RVs, so *please unload along side streets*. Motor homes *cannot be parked on the streets* in Cedar Key. RV spots w/o hook-ups are available at the Marina on 2nd St but must be reserved ahead of time by contacting the City of Cedar Key at 352-543-5132. Several RV parks/campgrounds are available in and around Cedar Key: Low Key Hide-a-way, Cedar Key RV Resort, Angler RV, and Shell Mound RV. A list of other accommodations is available on our website CedarKeyArtsFestival.com. **We recommend that you make your reservations as soon as possible.** Some of the larger facilities offer a discount on the 3rd night's stay for artists. The CK Chamber, 352-543-5600, may be able to help answer other lodging questions.

Artist Hospitality Information

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

Miscellaneous

Judging will begin as early as 10am on Saturday morning and should be completed by 3pm. Please have your booth tag in the proper location to be judged.

We have improved and upgraded our internet above and beyond last year but, please note no matter how well our internet works, if you have an older phone with older technology you may experience problems out of our control.

If you have any questions, please do not hesitate to contact us at 352-543-5400 or www.cedarkeyartsfestival@gmail.com.

See you at the show!