

OLD FLORIDA CELEBRATION OF THE ARTS EXHIBITOR INFORMATION

Registration Information

- Check-in Friday 3:30-5 pm or Saturday 6:30-8 am at the Cedar Key Arts Center, 457 2nd St. You must setup on the day you requested when you applied through Zapplication.com as booth placement and access to booth are based on that request. No exceptions without prior notification.
- 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); (2) Name Tag for you and your guest; (3) Booth Tag ; (4) Festival information sheet and 2nd Street map; (5) Tickets to Awards Reception and free water bottles.

Set-up & Take Down Information –

NOTE: Additional details about your booth location and access will be sent out 2-weeks prior to the event.

- **4-5 pm** Place PARKING PASS on your dashboard and consider parking your car, van, or small truck near your assigned booth space **facing east** (if space is available). There is not room for RVs or trailers to unload on 2nd St, so please find a parking place on a nearby cross street and plan to use a hand-trolley.
- **5 pm** Only artist vehicles will be allowed on 2nd St after 5 pm. PARKING PASS must be face-up on dash.
- **5:00 – 6:00 pm** UNLOAD TO CURB and move vehicle to a legal parking area as soon as possible. **NOTE: Sections of 2nd St will be closed to all vehicles at 6:00 pm so if you are unable to unload by 6:00 pm please plan to use a hand trolley or let us know by Feb 5 so your booth can be assigned accordingly.**
- **6:00 pm** Begin Set-up. PLEASE do not try to start setting up early and plan to complete set-up by 10 pm.
- Booth spaces (10' x 10' tents) will be staggered near the center of the street in some sections (chalked outlines), and against the curb in others (WHITE numbers). Our goal is to provide generous spacing to reduce congestion and plenty of space for artists and art-enthusiasts to interact.
- Springtime storms and high winds do occur. We require that all tents be weighted, regardless of the weather forecast. Modification of asphalt to secure tents is not permitted.
- **As required by the CK Fire Chief** (1) no front awnings are allowed (2) space between booths must be kept clear (3) sidewalks behind booths must be kept open to allow foot traffic (4) if you are assigned to a booth on the curb, your booth needs to be flush with the curb.
- Please keep products, tools and stored items within the boundaries of the 10' x 10' booth space. Chairs may be placed behind booths if desired.
- Originals must make up the majority of your exhibit. Prints should be sold in bins.
- The Old Florida Celebration of the Arts is not responsible for damage to belongings.

Parking and RV Information The event site on Historic 2nd St is not wide enough for RV's. *If driving an RV or trailer, unload along side streets.* Motor homes *cannot be parked on the streets* in Cedar Key. RV spots without 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 (\$50/nt, 2 nt minimum). 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.** The CK Chamber, 352-543-5600, may be able to help answer other lodging questions.

Artist Hospitality Information

- Saturday & Sunday Morning Continental)Breakfasts will be served at the Cedar Arts Center, 7:30-9:30 and 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, T-shirts, posters & postcards can be found at the Information Booth, located at City Hall.
- Food Booths will be open in City Park from 10am-4pm – Cash Only.

Miscellaneous - Judging will begin 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)

Questions, contact us at 352-543-5400 or www.cedarkeyartsfestival@gmail.com. **See you at the show!**