

2025 Cedar Key Fine Arts Show

EXHIBITOR INFORMATION

Check-in Information

- Artist parking for check-in is available **behind** the Arts Center from 4:30 pm Friday. Enter off 3rd Street through the gate in the CENTER of the block between B and C.. 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 3/15/2025.*
- 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 PARKING PASS (allows you to drive on 2nd St during set-up & take-down); (2) Name Tag for you and guest; (3) Booth Tag; (4) Welcome Letter & 2nd Street map; and some 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)
- **REMEMBER: Traffic on 2nd Street is ONE-WAY (East to West) from 5 pm Friday through Saturday 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.
- Bring a flashlight in case you need it.

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 (Saturday 5 – 9 pm)

- **Saturday Artist Reception 5-6:30 pm** – please plan to join before take down if you can. Food and beverages will be ready at 5 pm There will be a short program at 5:15. Purchase Award Coupons will be cashed between 4-6 pm.
- Take down to curb, then drive up to load. Please move your vehicle as soon as possible to a legal parking space after loading up.

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, **PLEASE LOOK CAREFULLY FOR NO PARKING SIGNS, WE ARE SORRY, BUT THE POLICE WILL TICKET YOUR CAR IF YOU ARE PARKED ILLEGALLY.** 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 Breakfast will be served at the Cedar Arts Center, 6:30 - 9:30 am Saturday. Coffee, snacks and cool beverages will be available throughout the day at the Arts Center.
- Saturday Evening Artists Reception, 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: There will be no prizes awarded in 2025.

PURCHASE AWARD PROGRAM: Individuals participating in the PURCHASE AWARD PROGRAM will have Coupons, valued at \$150/each. They have already committed to buy art at the festival. These coupons are as good as cash so keep them safe as we cannot pay you without the completed coupon. Purchase award patrons will have all day Saturday to shop. There are no Purchase Award Ribbons this year. 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 by 4:30 pm. The coupon must be completed with your name and signature and the patron must sign the coupon. Your coupons can be cashed in between 4-6 pm Saturday upstairs at the Arts Center.

GENERAL INFORMATION:

- Event Hours: Saturday 10 am – 5 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 on B and C Street and at City Park.

Artists are welcome to use the two bathrooms upstairs at the CKAC all weekend.