Director’s Welcome

Welcome to ArtFest Fort Myers – We Are Glad You Are Coming.

The advertising has been placed – volunteers are excited – the site is ready – the press coverage has started – the VIPs are calling for tickets and we look forward to seeing you at ArtFest Fort Myers.

Hotel Information: ArtFestFortMyers.com/artist-info/artist-hotel-information/

ArtFest Fort Myers #: 239-768-3602 Please leave a message & we will return your call

Artist Are Required to Set Up Friday February 1, 2019

Set up begins on Friday, Feb. 1st during your scheduled set-up time shown on the chart below. Set up Times have been staggered to create the best traffic flow and artist access. If you are late arriving, you will have to park off site and dolly to your booth.

If you arrive in town on Friday, Feb. 1st, before your Set-up Time – PLEASE DO NOT ATTEMPT TO DRIVE ON TO THE FESTIVAL SITE – there will be no exceptions made for Set-up prior to your scheduled time. Our Waiting Zone is behind the former 1st United Methodist Church (2466 First St., Fort Myers 33901)-access off Royal Palm Ave. Park in grassy lot & wait for your set up time. Look for Artist Parking sign.

When you arrive at your assigned Set-up Time (see chart below), proceed to your assigned staging lot. Look for Entrance flags. A volunteer will meet you at your Staging access intersection to confirm your booth number. Please have your booth number ready!

SET UP TIMES have been designed to allow artists to enter the festival site in an order that creates the least street blockage by artist vans. Artists who do not arrive during their designated Set-up time may experience significant delay in getting to their booth space or may have to dolly-in.

When you arrive at your booth location, be considerate of our volunteers and other artists.

NEW THIS YEAR: We will be staging the majority of artists in ONE GRASSY PARKING LOT SOUTH OF THE FESTIVAL and coming on site in booth # order. You MUST arrive on time to make this work for everyone. In some areas of the site, artists will have 1 ½ hours to unload and move their vehicles – see specific booth # instructions below. Please remember: Our plan is set up with One Way traffic ONLY.
## FRIDAY NIGHT ARTISTS
All Artists Ready To Open By 5:00PM

<table>
<thead>
<tr>
<th>BOOTH #</th>
<th>TIME</th>
<th>STAGING AREA</th>
</tr>
</thead>
<tbody>
<tr>
<td>124 – 143 (odd &amp; even numbers)</td>
<td>8:30AM at Staging Area 9:00AM Escorted to Festival Site in Booth # Order</td>
<td>Parking lot at the corner of Edison Avenue and Grand Avenue – 2324 Grand Ave, Fort Myers for GPS Look for the big YELLOW Entrance Flag</td>
</tr>
<tr>
<td>210D, 211D, 216, 217, 220, 221, 225, 226, 229, 230, 234, 235D, 238D, 241, 244, 245, 248, 249, 250D, 251D</td>
<td>9:00AM at Staging Area 9:45AM Escorted to Festival Site in Booth # Order THIS GROUP HAS 1.5 HOURS TO UNLOAD/TENT &amp; ARTWORK. ALL VEHICLES MUST BE MOVED BY 11:15AM</td>
<td>Parking lot at the corner of Edison Avenue and Grand Avenue – 2324 Grand Ave, Fort Myers for GPS Look for the big YELLOW Entrance Flag</td>
</tr>
<tr>
<td>214, 215, 218, 219, 222D, 223, 227, 228, 231D, 232, 236, 239, 242, 243, 246, 247</td>
<td>11:00AM at Staging Area 11:30AM Escorted to Festival Site in Booth # Order</td>
<td>Parking lot at the corner of Edison Avenue and Grand Avenue – 2324 Grand Ave, Fort Myers for GPS Look for the big YELLOW Entrance Flag</td>
</tr>
<tr>
<td>144 – 162 (odd and even numbers) 147 -159 Odd Numbers MUST BE MOVED BY 11:15AM</td>
<td>8:00AM at Staging Area 9:00AM Directed to Festival Site in Booth # Order 147-159 Odd MOVED BY 11:15AM</td>
<td>Parking lot at the corner of Edison Avenue and Grand Avenue – 2324 Grand Ave, Fort Myers for GPS Look for the big YELLOW Entrance Flag</td>
</tr>
</tbody>
</table>

### Non-Friday Night Artists

<p>| 62 - 90 (odd &amp; even numbers) | 8:00AM at Staging Area 8:30 Directed to Festival Site in Booth # Order VEHICLES MOVED BY NOON | Parking Lot at corner of Bay Street &amp; Heitman Street (Under the 41 overpass) Look for the big Yellow Entrance Flag |
| 164 – 206 (even numbers only) | 8:30AM at Staging Area 9:00AM Directed to Festival Site in Booth # Order VEHICLES MOVED BY NOON | Parking lot at the corner of Edison Avenue and Grand Avenue – 2324 Grand Ave, Fort Myers for GPS Look for the big YELLOW Entrance Flag |</p>
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<th>BOOTH #</th>
<th>TIME</th>
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</table>
| 165 - 207 (odd numbers only) | 10:30AM at Staging Area  
11:15AM Directed to Festival Site in Booth # Order | Parking lot at the corner of Edison Avenue and Grand Avenue – 2324 Grand Ave, Fort Myers for GPS Look for the big YELLOW Entrance Flag |
| 252 - 292 (even numbers only) | 9AM at Staging Area  
9:30PM Directed to Festival Site in Booth # Order | Parking Lot at corner of Bay Street & Heitman Street (Under the 41 overpass) Look for the big Yellow Entrance Flag |
| 8D – 58D (even numbers only) | 9AM at Staging Area  
9:30AM Directed to Festival Site in Booth # Order  
**VEHICLES MOVED BY NOON** | Parking Lot at corner of Bay Street & Heitman Street (Under the 41 overpass) Look for the big Yellow Entrance Flag |
| 15D – 59D (odd numbers only)  
253D – 293D (odd numbers only) | 1PM at Staging Area  
1:30PM Directed to Festival Site in Booth # Order | Parking Lot at corner of Bay Street & Heitman Street (Under the 41 overpass) Look for the big Yellow Entrance Flag |

You must arrive in a timely manner in order to drive directly to your booth site.

All artists will be staged in booth number order and sent to your booth location. **Late arrivals will have to dolly** from Bay or Lee Street due to narrow access.

Please re-read these instructions carefully. Check your **Time and Staging Area (above)** – They are based on your booth number.
EARLY ARRIVALS

If you arrive in town on Friday, Feb. 1st, before your set up time, PLEASE DO NOT ATTEMPT TO DRIVE ON TO THE FESTIVAL SITE.

We have a great area for you to PARK AND WAIT for your set up time to begin: At the intersection of First St. and Royal Palm Ave. you will see the lot of the former United Methodist Church, 2466 First St., Fort Myers 33901. Behind the Church complex, access from Royal Palm Ave., is a large grassy area where you have permission to park on Friday, prior to check-in. There will be ArtFest Fort Myers signs posted. From here, it is an easy 1.5 block walk to downtown Fort Myers and right across from the new downtown library.

ARTIST CHECK-IN

Artist Check-In is open from 11am – 4:30pm and is located at the Allure Sales Center (1300 Hendry Street, Fort Myers) – look for the big red Welcome flags. DON’T FORGET YOUR ID – IT IS REQUIRED. Check-in has your Welcome Packet, containing parking passes, booth cards, name tags, and other info. Artists may Check-in before, during or after they set-up BUT MUST COME IN PERSON WITH YOUR ID.

SAFE TENT SET-UP

Winter can be a windy time in Florida and this is particularly true for locations near the river. We urge all artists to be prepared for all weather conditions – wind and rain.

YOU MUST HAVE YOUR TENT WEIGHTS INSTALLED ON YOUR TENT regardless of weather conditions – for you & your neighbors’ protection! Artist Welcome Team and Artist Ambassadors will be checking this during Set Up and over the weekend.

DIRECTIONS TO EVENT

From I-75 SOUTH – Exit 138, Martin Luther King Jr. Blvd. (SR 82): Exit and head West into downtown Fort Myers (about 4 miles)

From I-75 NORTH – Exit 141 – Palm Beach Blvd westbound. Travel Palm Beach Blvd, about 4 miles, to downtown Fort Myers. At the Seaboard Rd intersection, Palm Beach Blvd becomes First Street. Continue west into downtown Fort Myers

From US – 41 (Tamiami Trail) SOUTH into Downtown Fort Myers: Once you cross over the Caloosahatchee River take the first off ramp into Downtown. The ramp exits onto West First Street. Continue east into downtown Fort Myers

From US – 41 (Tamiami Trail) NORTH into Downtown Fort Myers: Just before you cross over the Caloosahatchee River, take the last exit (right) to historic downtown. Go STRAIGHT (Do not turn onto Martin Luther King Jr. Blvd.) to Monroe St. Turn left at Monroe St. and the next block is First Street, downtown Fort Myers.

RESTOCKING YOUR WORK ON SATURDAY EVENING

All access roads into the festival site will be barricaded on Sunday morning, to accommodate our exciting 5K Publix Run to the Arts. Please make sure that any necessary booth restocking is done on Saturday evening, as Bay Street will not be open until 9:30AM on Sunday morning.

OVERNIGHT SECURITY

Overnight security will be provided on Friday and Saturday nights by a combination of private security and Fort Myers Police, beginning at 5 p.m.
RV OVERNIGHT PARKING
Off-street parking for artists’ full-size RVs with generators is in your designated lot. Check-in will have that information for you.

DAY PARKING
Artists commuting to the festival each day will have reserved parking. Check-in will have that information for you. Trolley Service will begin from the jury lot at 7:00 AM to bring you to the festival site, making continuous loops all day, both Saturday & Sunday.

PLEASE PARK ONLY IN YOUR ASSIGNED SPACE. DO NOT PARK along the access streets, VIP or other festival parking lots.

Display your Parking Pass on your rear view mirror.

There is absolutely NO Parking allowed on grassy lots adjacent to the festival site, per mandate from the property owner and security guidelines by Homeland Security.

FLORIDA SALES TAX
Each artist is responsible for collecting and remitting his/her own Florida Sales Tax (6.5%). The sales tax in Lee County has increased in 2019 to 6.5% Tax forms will be in your Check-in packet. ArtFest Fort Myers is required to provide artists/ names and addresses to the Florida Department of Revenue.

ARTIST CORNER & HOSPITALITY
All artist services are located at the Allure Sales Center, including indoor bathrooms.

Join us at the Allure Sales Center, second floor (upstairs from where you check in) Saturday and Sunday mornings for a great breakfast from 7:30–9:00 a.m.!

ArtFest Fort Myers
Contact Info:
Office Phone#: 239-768-3602
info@ArtFestFortMyers.com
www.ArtFestFortMyers.com
#ArtFestFM
Check List For All Artists

Double Check:

✔ Re-read Set Up Instructions (Download the PDF)
✔ Booth# - Have Ready At Entrance Access Point
✔ Your Booth Access Point and Set-up Time
✔ Weather Report For Weekend Conditions

Check In:

✔ I.D. REQUIRED For CHECK IN

✔ Hang Parking Pass On Rear View Mirror

After set-up there is NO PARKING in parking lots within or adjacent to the festival site – Artist Welcome Teams will be checking & moving artists If parked in these areas.

✔ Please Park In DESIGNATED ARTIST LOT on Sat & Sun – Artist Ambassadors Will Be Checking & Moving Artists, If Parked In Wrong Lots

Young Art Collectors:

✔ Drop Off Art Work To Donate With Your Artist Ambassador – OR – At Check-In. Thanks for supporting this great program!

Breakfast Reminder:

✔ Saturday – Expanded Continental Breakfast From 7:30AM – 9:00AM
✔ Sunday – Expanded Continental Breakfast From 7:30AM – 9:00AM
DON’T LET THIS BE YOU!

Weight Your Tent

ArtFest Fort Myers’ scenic location along the waterfront means we have constant breezy conditions and sometimes strong winds. Since all artists set up on pavement, you are REQUIRED to secure weight your tents and we will inspect them during Set Up. We want you and your artwork to be safe and we want all your neighbors to be safe and secure too.

We would like to provide some specs about effective weights - not just for our art festival but others you attend as well:

Artist booths need to be **BOTTOM HEAVY**! Make sure your tent weights sit on the ground. Weights that are suspended cause the center of gravity to be raised up, making the booth top heavy and unstable.

Have at least 30lb. on each corner - not just 10 or 20lb. of water weights or sandbags or tube weights, etc.

Consider a cement block, 8 x 8 x 16. They vary in weight from 26 to 42 lbs. Place one on each corner or maybe two on a corner that is exposed to potentially high winds. Cement blocks are about $1 - $1.50 each at major home improvement centers (Lowes, Home Depot, True Value, etc.)

Consider square steel weights with loops welded to the tops. Or hex weights as used in a weight room. Use the types that are 50 to 75lb. each.

Whatever weights you use you need to attach them with heavy-duty web straps with a high static breaking point. Words of experience: Bungee cords will NOT keep your weights attached to your tent. You can double strap weights to your stabilizing bars and booth legs so there is no slippage or shifting.

**Good Idea: Put Cinder Block Weights in a tote bag – makes them easier to carry!**

**NO STAKING INTO ROAD PAVEMENT**

Neither ArtFest Fort Myers nor our commercial tent company provides weights for artist’s tents. Please bring your weights with you. ArtFest Staff and Volunteers are not available to help you set up your tent or help weigh it down if there are high winds. If everyone is safely weighted down we won’t have wind - that is the way these things work.