

Artist Set Up Instructions

February 7th - 8th

Opening Night February 6th

Welcome

Welcome to ArtFest Fort Myers! This check-in packet includes all the information you need to make your visit with us stress free and profitable. If you need assistance, please talk to your artist ambassadors (wearing lime green shirts), a Festival Committe Member (wearing blue festival polos), or stop by our:

Festival Headquarters located at the corner of Jackson and Bay Street. 1400 Jackson St. Ft. Myers

Information Enclosed

Your name-tag(s), booth card, loading pass, and parking pass.

Artist Ambassadors

If you find yourself in a pinch, look for an Artist Ambassador wearing a lime green shirt.

ArtFest Fort Myers Sponsors

We love our sponsors they make the art festival possible. Please thank them if you have the chance.

ArtFest Fort Myers Staff

Juan Santiago

Executive Director

Grisel Martin

Director of Community Engagement

Monica Garcia

Operations Manager

Early Check-In

If you are in town on Thursday you have the opportunity to pick up your packets a day early and head straight to the staging lot on Friday.

Early Check-in: Thurs 2/5 2pm-6pm

Festival Head Quarters

EVEN IF YOU CHECK IN EARLY YOU MUST STILL GO TO THE STAGING LOT TO BE PARADED INTO THE FESTIVAL ON FRIDAY

Regular Check-in

Will happen at your designated loading zones. Please see further instructions on you arrival time and location.

Late Check-in

Please call us at 239-898-2191 if you will be arriving outside of your loading time. Late arrivals will have to dolly to their booths.

Artist Hospitality

Artist Breakfast will be served in the following location throughout the festival weekend:

SATURDAY & SUNDAY

OXBOW BAR & GRILL

7:30 am - 9:30 am

1300 Hendry St, Fort Myers, FL 33901

Artist and guest name tags are required for access to the artist breakfast and can be found in your check-in packet.

Overnight Security

Overnight security will be provided starting 5:00pm to 8:00am Friday and Saturday by a combination of private security and Fort Myers Police.

Weekend Schedule:

FRIDAY

Check in – Starts at 7:30am

Set up Begins – 8:00am to 3pm

SATURDAY

Breakfast – 7:30am to 9:30am

Artists Open – 9:00am to 5:00pm

Festival Headquarters – 7:30am to 5:30pm

SUNDAY

Breakfast – 7:30am to 9:30am

Artists Open – 9:00am to 4:00pm

Festival Headquarters 7:30am to 5:30pm

Parking

All artists will park in one large Artist parking Lot on **2339 Lafayette Street, Fort Myers, FL 33901**. It has big red artist parking signs. Parking lot is manned by security during the day but not overnight.

Please don't use on-street parking throughout downtown – your buyers are parking there. Thank you for your cooperation!

Day Parking for Artists Saturday & Sunday

Artists commuting to the festival, each day, should also park in the artist parking lot. Any additional trailer can be parked in this lot and may be left overnight, if you choose.

Trolley Service

Trolley service is provided from the artist parking lot to site:

Friday 10:30 am - 10:30 pm

SATURDAY 7:00am - 600pm

SUNDAY 7:00am - 6:00pm

The pick up location is on the corner of Jackson St & Lafayette. Next to the parking lot. Look for the trolley sign and wait there.

All Overnight RVs and Vans

Park in the artist parking lot where you can leave your vehicle from Friday, Feb. 6 until Sunday, Feb. 8 at 7:00pm. Overnight street parking for *live-in* vehicles is not allowed in downtown Fort Myers. If you are pulling a second vehicle, it should also be parked in the artist parking lot.

Young Art Collector Donations

Please have your donation pieces ready to be collected Friday. We will have volunteers walking around collecting donations throughout the day.

Wifi & Electric

There will be no wifi and electricity available on site. Please prepare accordingly

Artist Mixer

For the first time ever, we have planned an exclusive networking night only for artists! Enjoy complimentary wine and snacks while you get to mingle with fellow artists. Located at **Azalea's on the Corner**.

Remember to wear your name tags to gain access.

SATURDAY 6:00pm - 8:00pm

1544 Broadway, Fort Myers, FL 33901

ARTIST CHECK-IN

This year, artists will pick up their artist packets at the staging lot prior to setting up their booth. Artist packets will include important materials needed for the weekend, including: Your official ArtFest parking pass, Artist Credentials and important event information.

To avoid delays please make sure that we receive your COI BEFORE check-in.

Early Check-In Option (Thursday)

To help reduce congestion during load-in, early check-in will be available on Thursday, February 5th from 2:00 PM – 6:00 PM at the Festival Office, located at the corner of Bay & Jackson: 1400 Jackson St, Fort Myers, FL 33901. Artists who check in early will be able to pick up their artist packet and parking pass in advance, helping speed up the on-site check-in process on setup day.

ARTIST RELATIONS

ArtFest Fort Myers Festival Headquarters are located on the corner of Jackson Street & Bay Street. If you need anything or have any special requests, someone in our Festival Headquarters can assist you.

ARTIST HOSPITALITY

Artist Continental Breakfast will be served at the following location throughout the festival weekend:

SATURDAY & SUNDAY:

Oxbow Bar & Grill 2nd Floor

7:30 a.m. - 9:30 a.m.

1300 Hendry St, Fort Myers, FL 33901

Festival Office



Early check-in does not mean you get to go directly to your booth. Artist will still need to go to the staging areas to line up and be escorted into the festival site. Artist will be turned away at the entrances of the festival if they are not part of the load-in parade

Staging Area & Artist Parking

Artist Check-In Location

All artists are required to check in at the staging lot BEFORE beginning setup. Check-in will take place at:

- ALL ZONES- At the empty lot across from the Skatium 2300 Grand Ave, Fort Myers FL 33901

Zone 1, 2 & 3 Loading Area

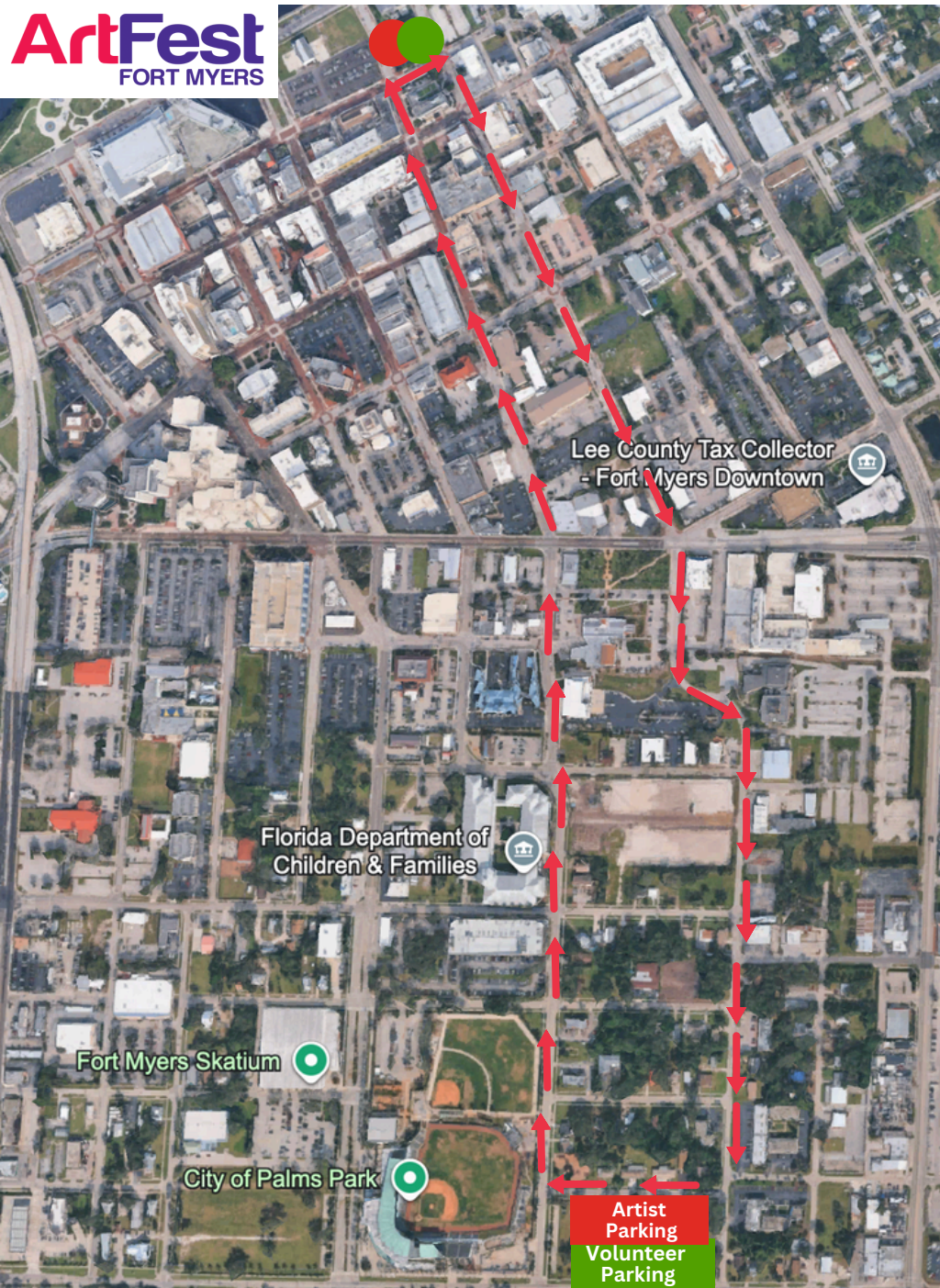
2300 Grand Ave, Fort Myers FL 33901



Artist Parking

2339 Lafayette Street, Fort Myers, FL 33901

After artists have set up they will come back to park at the artist parking lot. Please make sure that you have your parking pass visible for volunteers to validate. Artist must park all the way on the left side of the lot where the **RED** artist parking sign is located.



●● = Trolley Stop

**Volunteers & Artists
will share
Parking lot this year**

Trolley Schedule

Friday

10:30 am - 10:30 pm

Saturday & Sunday

7:00 am - 6pm

The parking lot is approximately .8 miles away from the festival site. There will only be 1 trolley operating on Friday and 2 trolleys on Saturday and Sunday. Seats are limited. We encourage artists to consider alternate methods of transportation to commute back and forth between the festival site and the parking lot if they do not wish to wait for the trolley.

**Please do not use the trolleys as a
means of transporting art.**

OVERNIGHT SECURITY

Overnight security will be provided at the festival site on Friday and Saturday nights by a combination of private security and Fort Myers Police, beginning at 5 p.m. Parking lots are not manned by security.

RV/VAN OVERNIGHT PARKING ALL WEEKEND

Over night parking will take place at the Artist Parking Lot. RV's are permitted to park overnight as of Friday morning.

DAY PARKING ON FRIDAY

For ZONE 1 ONLY- If you do not finish setting up in your allotted time and need to go park your car somewhere before 5:00pm to continue setting up, you can find paid parking on a street nearby (there are pay stations throughout downtown), pay to park in a parking lot if your vehicle will fit.

DAY PARKING ON SATURDAY AND SUNDAY

Artists commuting to the festival each day will have reserved parking in the Artist Parking lot located on 2339 Lafayette Street, Fort Myers, FL 33901. The trolley will run from 7AM-6:30PM Saturday and 7AM-6PM Sunday. Pick up location is on the corner of Jackson & Lafayette.

We ask all artists to park in the assigned parking lot over the weekend. Please do not park along the access streets, VIP Lot or other festival parking lots. Make sure to display your parking pass on your rear-view mirror.

FLORIDA SALES TAX

Each artist is responsible for collecting and remitting their own Florida Sales Tax (6.5%). The sales tax in Lee County increased in 2019 to 6.5%. ArtFest Fort Myers is required to provide artists/ names and addresses to the Florida Department of Revenue.

NO WIFI OR ELECTRIC

We ask that artist come prepared with their own hotspot and battery powered elements for their tent. We do not allow generators to be in artist tents for safety reasons. There is no wifi at the festival, so please come prepared.

SAFE TENT SET-UP

Winter can be a windy time in Florida and this is particularly true for locations near the river. We require all artists to be prepared for all weather conditions – wind and rain. This will be monitored during setup and over festival weekend.

DIRECTIONS TO THE EVENT (NOT THE STAGING LOTS)

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 BOUND 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 BOUND 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

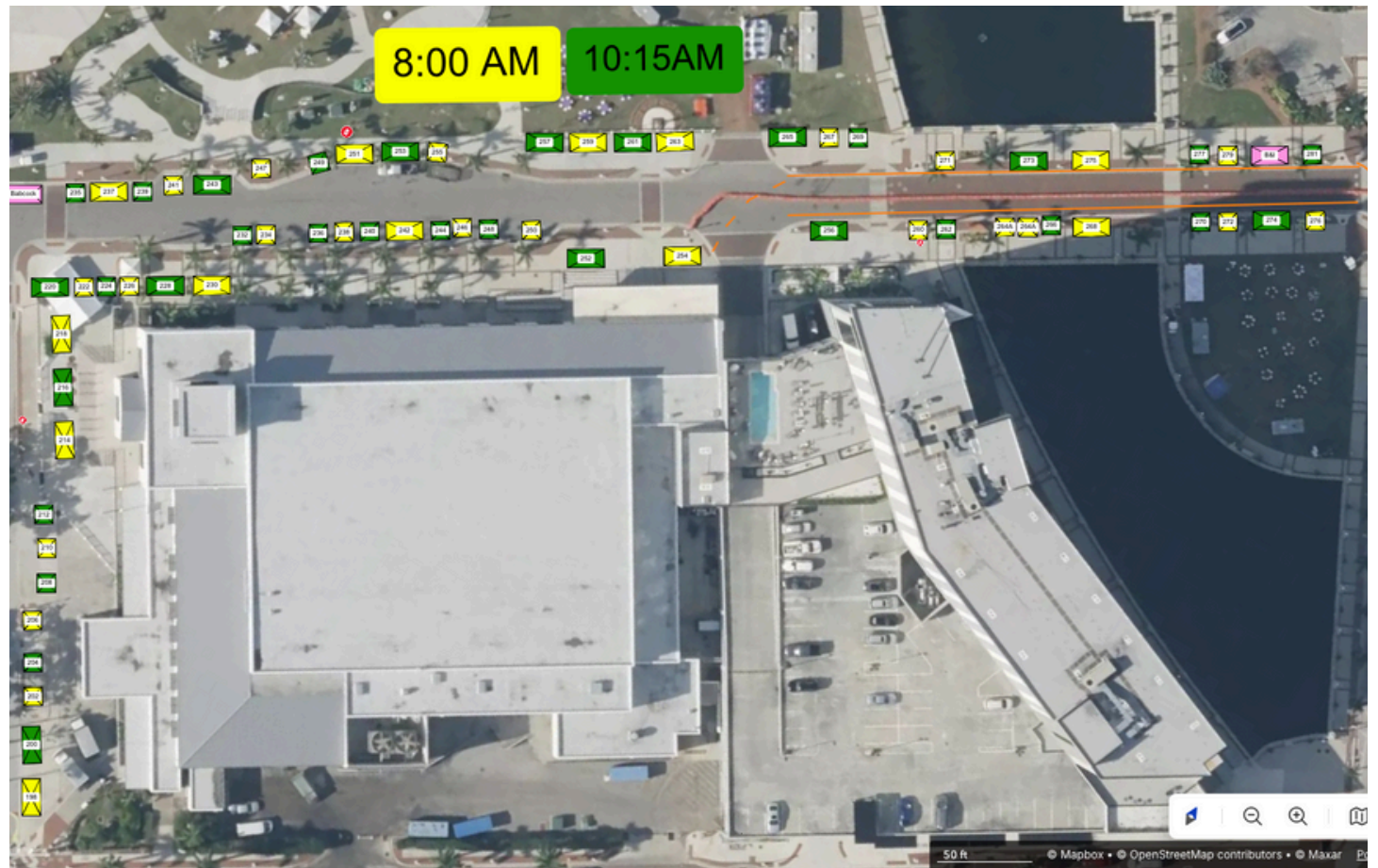
In light of increased security and hardened perimeters, we will only have one access street on Hendry St. Vehicles will not be allowed on site on Friday night, so all artists must dolly in to restock or set up after their scheduling set up times.

Vehicles will be allowed on site on Saturday night to restock at any time, but you will need to show your artist credentials to gain access.

We do not allow vehicle access for restocking Sunday morning as Bay Street will be closed in the early hours for the Publix Run To The Arts 5k.

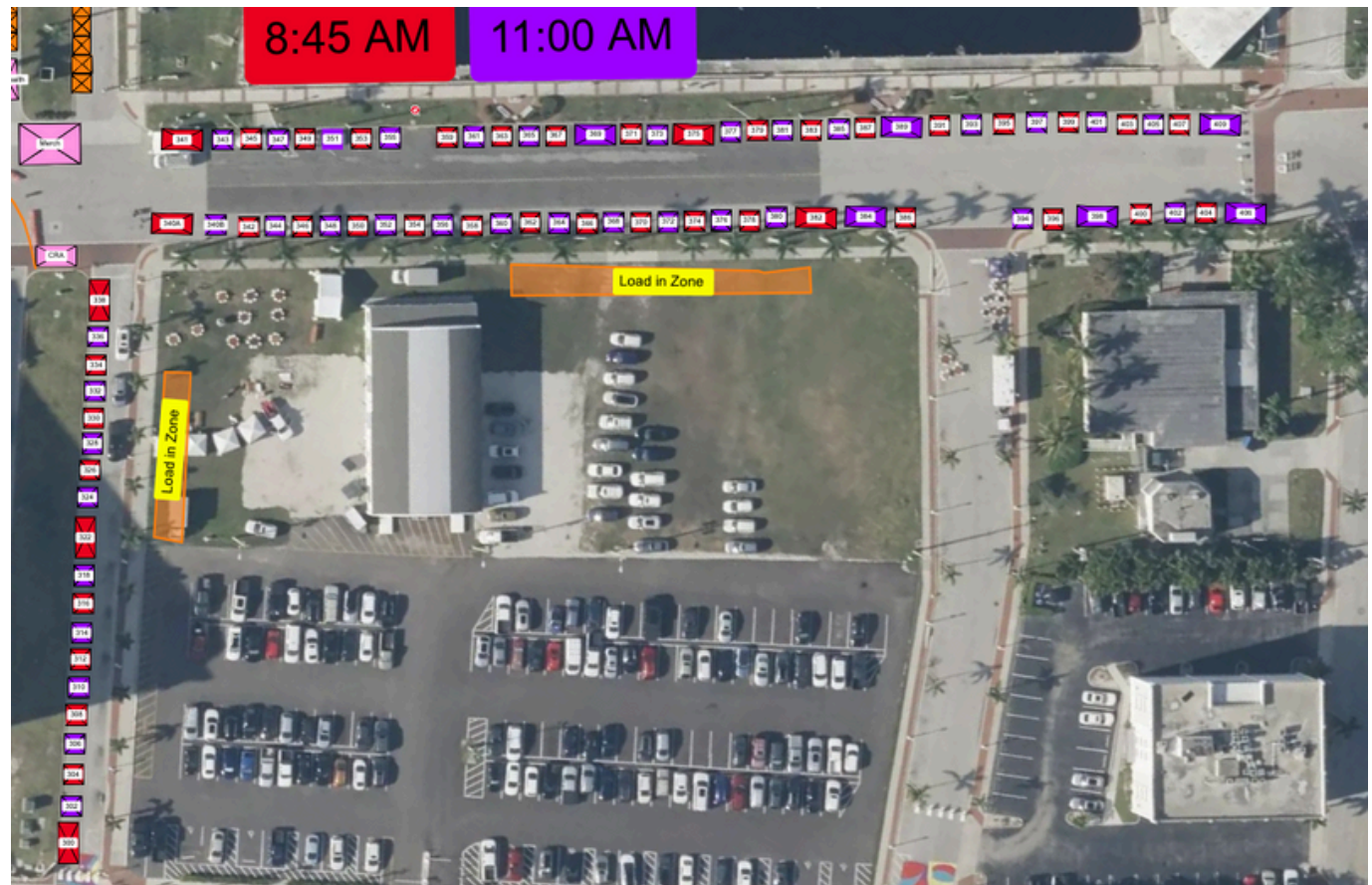
We will open exits for you to break down on Sunday afternoon.

Zone 2 Loading



Booth Numbers	Set-up Times
<p>198, 202, 206, 210, 214, 218, 222, 226, 230, 237, 241, 234, 247, 238, 251, 242, 255, 246, 250, 259, 254, 263, 267, 260, 271, 264A, 264B, 268, 275, 272, 279, 276</p>	<p>Arrive at Waiting Zone by 7:30 am Load in at 8:00 am Move Vehicle by 10:00 am</p>
<p>200, 204, 208, 212, 216, 220, 224, 235, 228, 239, 232, 243, 236, 249, 240, 253, 244, 248, 252, 257, 261, 256, 265, 269, 262, 273, 266, 270, 277, 274, 281</p>	<p>Arrive at Waiting Zone by 9:45 am Load in at 10:15 am Move Vehicle by 12:15 pm</p>

Zone 3 Loading



Booth Numbers	Set-up Times
<p>407,404,403, 400, 399, 396, 395, 391, 387, 386, 383, 382, 379, 378, 375, 374, 371, 370, 367, 366, 363, 362, 359, 358, 354, 353, 350, 349, 346, 345, 342, 341, 330A, 338, 334, 330, 326, 322, 316, 312, 308, 304, 300</p>	<p>Arrive at Waiting Zone by 8:15 am Load in at 8:45 am Move Vehicle by 10:45 am</p>
<p>402, 405, 398, 401, 394, 397, 393, 384, 389, 385, 380, 381, 377, 376, 372, 373, 368, 369, 364, 365, 360, 361, 356, 355, 352, 351, 348, 347, 344, 343, 340B, 336, 332, 328, 324, 318, 314, 310, 306, 302</p>	<p>Arrive at Waiting Zone by 10:45 am Load in at 11:00 am Move Vehicle by 1:00 pm</p>

Zone 1 Loading

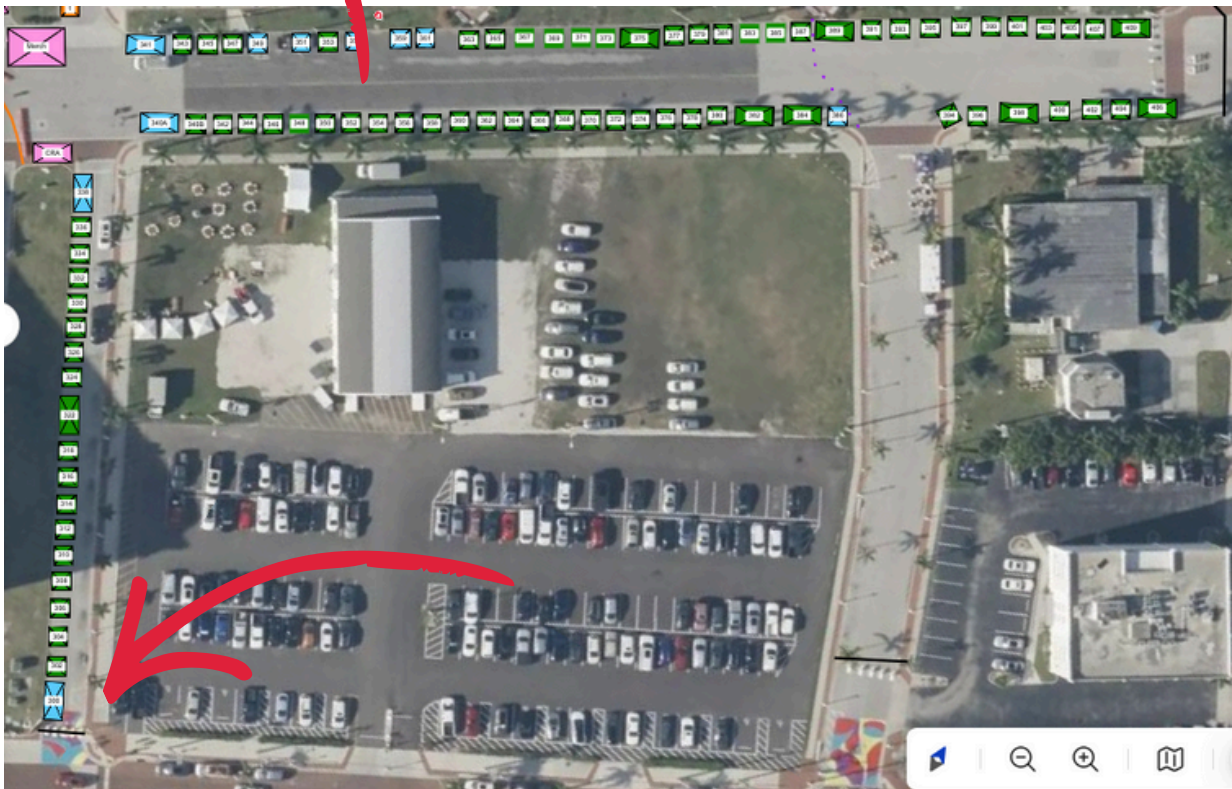
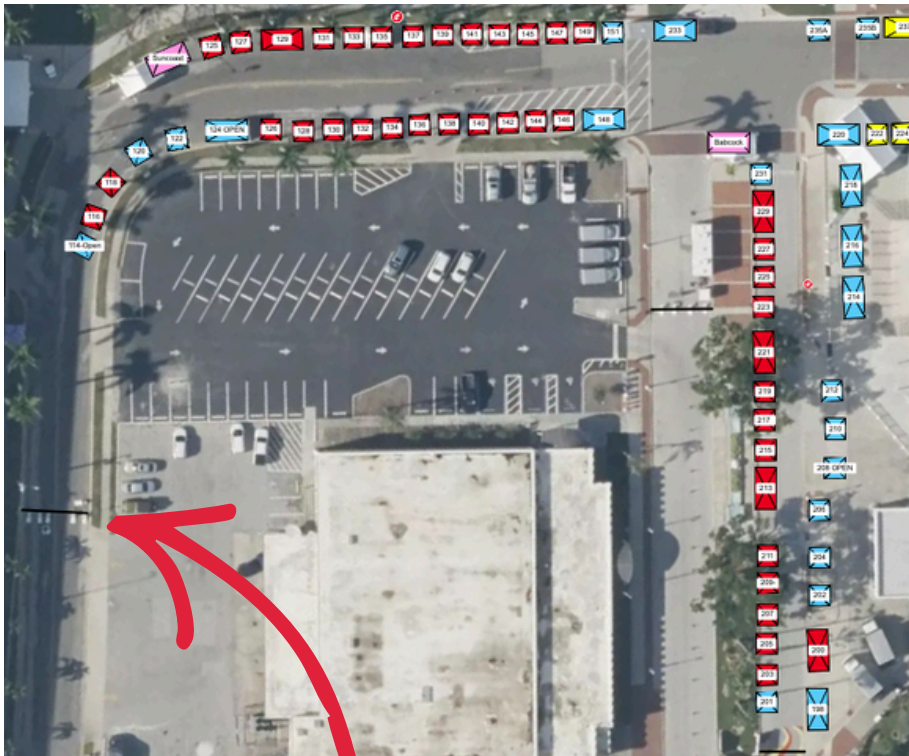


Booth Numbers	Set-up Times
<p>203, 207, 211, 215, 219, 223, 227, 231, 233, 149, 146, 145, 142, 141, 138, 137, 134, 133, 130, 129, 126, 125, 122, 118, 114</p>	<p>Arrive at Waiting Zone by 11:45 am Load in at 12:15 pm Move Vehicle by 2:15 pm</p>
<p>120, 124, 127, 128, 131, 132, 135, 136, 139, 140, 143, 144, 147, 148, 151, 229, 225, 221, 217, 213, 209, 205, 201,</p>	<p>Arrive at Waiting Zone by 1:45 pm Load in at 2:15 pm Move Vehicle by 4:15 pm</p>

Large Art Customer Pick up

Artist who sell larger artwork and would like to assist getting the pieces to their customer's vehicle can direct their customers to the 3 pick up locations on site. Artists will have to dolly the pieces to the location and meet the customers at the site.

Cars are NOT allowed on festival site at any given time.



Pick-up Locations

- Edwards Ave & Lee Street
- Hendry & Bay Street
- Heitman Street



1544 BROADWAY, DOWNTOWN FM, FL

- ART CLASSES & GARDEN WORKSHOPS
- WINE TASTINGS & PAIRINGS
- PUBLIC & PRIVATE EVENTS

239.689.1706 azaleasonthecorner.com

**You're
INVITED**

For the first time, we're offering a special Artist Networking Night
an evening just for the artists!

Join us at Azaleas on the Corner to unwind, enjoy a couple of glasses of wine, and connect with your fellow festival artists in a relaxed and welcoming setting.

This informal gathering is one small way we hope to make your ArtFest experience even more enjoyable and foster a stronger sense of community among participating artists.

6:00 pm - 8:00 pm

1544 Broadway, Fort Myers, FL 33901

Must wear your ArtFest badge to enter.

ArtFest
FORT MYERS