



Peninsula Art League 2009 Summer Art Festival

June 2009

Welcome Artists ~

We're pleased that you'll be joining us for our 25th Anniversary Summer Art Festival July 18 & 19. The festival will be held in downtown Gig Harbor on Judson Street.

Date & Hours: Saturday, July 18 – 10am - 7pm (note new closing time)
Sunday, July 19 – 10am - 5pm

Driving directions: Take the Wollochet/City Center exit from Hwy 16 and proceed on Pioneer Way downhill toward the historic downtown waterfront district. The Judson Street festival site will be clearly marked.

Your booth location: You have already received your booth assignment via postal mail. The booth map, which is available on our website, shows the entire festival layout including the location of your booth space.

Set-up procedures:

In an effort to make the process of unloading and setting-up flow smoothly and equitably, we have implemented a new 'zone' system for 2009. The Gig Harbor Police Department will be on-site to monitor the set-up process, so please follow these instructions carefully:

Unloading:

Friday, July 17 from 6:30-9:30pm (specific unloading times are shown below in item #3)

Saturday, July 18 from 6:30am-8:30am (see item #3, below)

1) Please put a small sign showing your booth number on the dashboard of your vehicle. Vehicles will be allowed to enter the festival site based on their booth numbers. (See #3)

2) All vehicles must enter the festival site from Pioneer Way. No entry is allowed from Soundview Drive or any side streets.

3) Unloading times are as follows:

FRIDAY evening –

- 6:30-8pm – Booth #s 1-67, plus A, B, C, D
- 8-9:30pm – Booth #s 68-124

SATURDAY morning –

- 6:30-7:30am – booth #s 1-67, plus A, B, C, D
- 7:30-8:30am – booth #s 68-124

4) Unloading instructions:

- Drive directly to your assigned booth space.
- Park as close to your booth space as possible. Unload your booth parts (and your merchandise if you want to set up your wares on Friday evening).
- Exit the festival site immediately after unloading.
- Park in the QFC lot directly above the festival site and then return to the site on foot to set-up your booth (and arrange your merchandise, if applicable). As always, we will have security guards patrolling the festival site on foot all night Friday and Saturday.

No vehicles will be allowed entry to Judson Street before 6:30pm Friday.

All vehicles must be off the street by 9am on Saturday.

Do not park in the QFC lot or other nearby business lots during festival hours. Violators will be ticketed and towed at the owner's expense. Park your vehicle at the shuttle park & ride lot (Gig Harbor Medical Pavilion on Kimball Drive) and ride the shuttle to the festival site. The shuttle will run every 10-15 minutes throughout both days of the festival. If you need to return to your vehicle to procure additional merchandise, please ride the shuttle.

Emergency access. The City of Gig Harbor requires that certain spaces be left open for emergency access. These spaces are shown on the map. Please do not move, block or crowd any of these access areas.

Sunday tear-down / reload procedure:

When the festival is over, everyone (including our festival volunteers!) really wants to go home! To facilitate a smooth and orderly exit, a similar procedure to the pre-festival set-up will be in effect for tear-down and reloading Sunday evening.

Please begin to disassemble your booth and pack-up your merchandise promptly at 5pm. You can ride the shuttle back to the shuttle park & ride lot to pick up your vehicle. You may park temporarily in the QFC lot while you finish packing up your merchandise and dismantling your booth. *Plan to have everything packed and ready to load into your vehicle before you bring your vehicle onto Judson Street. This will enable you to load-up and exit as quickly as possible.*

Vehicles will be allowed on Judson Street to reload on the following schedule:

Sunday reloading: Judson street will be open to artists' vehicles as follows –

- 6-7pm – Booth #s 1-67, plus A, B, C, D
- 7pm -on – Booth #s 68-124

No vehicles will be allowed entry to Judson Street before 6pm.

Please clean up around your space. We will provide garbage bags and there will be plenty of large garbage cans on the street for your trash. Our volunteers will check to be sure all areas are clean. If you leave your spot dirty, you will not be invited back.

Additional Important information:

No vehicles will be allowed on Judson during the festival hours.

Do not park cars, campers or RVs in the alleys or parking lots around Judson St.

Artist parking (for cars and vans) is available at the shuttle park-and-ride lot on Kimball Drive (at the Gig Harbor Medical Pavillion – see shuttle route map). For campers and RVs, there is a reasonably priced campground/RV park a few miles from the festival site.

Your booth must be fireproof. There will be a safety inspection Saturday morning. The Gig Harbor Fire Department requires that all tents, canopies and awnings used in the Festival must be fireproof. Newer tents are treated by the manufacturers and probably meet these requirements already. Older tents must be treated with a fire-retardant **before you arrive** at the Festival. In that case, please note the name of the product used, the date of treatment and the amount of retardant used. You can bring the label/can with you for easy identification. If your booth is not fireproofed, the Fire Department will require you to leave the Festival. Your entry fee **will not be refunded**.

You must have a fire extinguisher in your booth at all times, per GHFD regulations.

Wind safety. Booths must be securely tied down to protect your merchandise from the wind. You may want to secure your shelves, as well. Peninsula Art League is not responsible for any damage to your possessions.

Insurance. All festival participants must have their own insurance. Peninsula Art League is not responsible for any damage to your possessions.

Tax ID number. We must have your tax number on file.

Raffle tickets, etc. Washington State law prohibits the sale of raffle tickets or other fund-raising activities without proper permits.

No smoking. Smoking is not allowed on Judson Street (the Festival site).

No pets are allowed during set-up, dismantle or during the festival. Although we can't stop our visitors from bringing their dogs to the Festival, we must ask artists not to bring theirs.

A few friendly suggestions:

Judson Street, as with any street, is not level. Please bring materials to level your booth on the street. There is a hardware store in the QFC shopping center above Judson Street where you can purchase supplies.

Identify your business. To draw attention to your booth and (hopefully) increase sales, it's wise to have a professional sign identifying your business. Hang it in a visible place above the booth entrance or on the back of your space.

Miscellaneous

Booth Sitters: Peninsula Art League hires **XI Delta Lambda Chapter of Beta Sigma Phi** sorority to serve as booth sitters for our artists. They are the only authorized booth sitters. They can be identified by their blue denim vests with yellow-flowered lining. If you need to take a break from your booth, contact the sitters through Dori Wheeler at Booth #27– cell phone: **253-229-1271**. Please limit your breaks to half-an-hour.

Shuttle Busses: Shuttle busses run every 10-15 minutes between Judson Street and the Peninsula Medical Pavilion parking lot on Kimball Drive. Busses run from 9am to 8pm Saturday and Sunday.

Lodging / dining: for information on Gig Harbor restaurants, lodging and campgrounds: go to www.gigharborchamber.com or www.gigharborguide.com

Contact information –

If you have any questions or need more information, please call Carol Valstyn at 253-265-8139 (cell = 253-905-0141) or email me at cfvalstyn@comcast.net. We look forward to seeing you July 18 & 19 as we celebrate the 25th anniversary of our festival and we hope this year's event is the best one yet.

~ Carol Fischer Valstyn and the Summer Art Festival Volunteers from Peninsula Art League