



## INFORMATION & GUIDELINES

### Check-In

Check-in will be available on Friday, July 23<sup>rd</sup> from 10:00 AM to 3:00 PM and Saturday, July 24<sup>th</sup> from 7:00 AM to 9:00 AM. Any exhibitor not checked in by 9:00 AM on Saturday will forfeit booth space and fee.

All exhibitors must check-in at the pavilion, turn in your mandatory silent auction donation, and be ready to sell at 10:00 AM on Saturday July 24<sup>th</sup>. You will receive a welcome package that will include all necessary parking permits, information sheets, evaluation sheets, program, any pre-purchased t-shirts, and any pre-purchased tickets (breakfast, dinner, wine tasting). You will also receive a sign with your booth number, which must be displayed on the front of your booth, in the top right-hand corner. Please be prepared to show picture identification upon check-in. Your signature will be required acknowledging receipt of all materials.

### Booth Space

Booth size is 15' x 15'. All exhibitors must provide their own set-up supplies: tables, chairs, shelves, backdrops, etc. **Electricity is not available nor is the use of generators.**

Upon arrival, there will be four corner flags around each booth space and one center flag with your booth number. After setting up your booth, return all five (5) flags to the main shelter check-in area. If you do not set-up your booth in the correct area, neighboring artists will not be able to set-up their booths properly. If you need assistance or have any questions, staff members will be on site to help.

*Please Note: If your booth is not set-up properly, Akron Arts Expo staff will move your booth to the correct position. The Akron Arts Expo is not responsible for any loss or damaged items. We will be sure to call before we move your booth in hopes that you can come back to the grounds and re-position your booth.*

### Vehicles & Parking

Friday, July 23<sup>rd</sup>, is the Wine Tasting and Silent Auction fundraiser. There will be **ABSOLUTELY NO TRAFFIC OR UNLOADING** permitted on the park grounds after 5:00 PM. Vehicles will not be permitted on grounds until 7:00 AM Saturday morning. Please arrange your schedule accordingly.

On Saturday and Sunday, there will be no vehicles permitted on the grounds during show hours. No exceptions. Special Parking areas are designated for campers, RV's, handicapped, and other exceptionally large vehicles. **You must display your parking pass at all times in the front window of your vehicle.** Violators will be issued a parking citation and/or be towed. Please be considerate of your booth neighbors and don't block drive through areas.

### Security

The Akron Police Department will be on grounds throughout the entire event. The APD will also be providing overnight security on the grounds, July 22<sup>nd</sup> - July 25<sup>th</sup>, between the hours of 5:00 PM and 8:00 AM. You are responsible to secure your booth each night. The Akron Arts Expo is not responsible for any damage, loss or physical injury during the above hours or during the Akron Arts Expo.

## **Booth Sitters**

Booth sitters are available for 30 minute intervals at your request. If you would like to be assigned a booth sitter, please indicate this on the Artist Check Sheet, which is included in this package. Booth sitters will be identified by Akron Arts Expo shirts and are not permitted to sell any merchandise or handle any monies. If you need an additional sitter, please schedule one at the main shelter. Booth sitters are on a first come, first served basis.

## **Tables, Chairs, & Equipment**

No tables, chairs, or equipment, that is not your property, may be used by any exhibitors. They are either the property of the City of Akron or are currently being rented by the City of Akron.

## **Clean Up**

All exhibitors are responsible to clean up their site prior to leaving each night. Please use the trash containers throughout the park or the two large dumpsters at both ends of the park. If you need a special trash pick-up or need garbage bags, contact the main shelter. General trash clean up will be handled by Akron Arts Expo staff throughout the event.

## **Awards**

Judging will begin at 10:00 AM on Saturday, July 24<sup>th</sup>.

To make the judging process run smoothly, please have your booth number displayed on the front of your booth, in the top right-hand corner.

Award winners will be honored at the Saturday evening, Artist Awards Dinner at 7:00 PM. Award winners who are not in attendance will be presented with their award on Sunday morning.

## **Tent Rental**

A & B Tent Rental is offering a 10% discount for participating artists in the Akron Arts Expo. The Akron Arts Expo is not responsible for your tent or the set-up. Call A & B Tent Rental for more information at (330) 724-7324.

## **Pet Policy**

We're animal lovers too, but throw him a bone and leave Fido at home! Pets are not allowed on park grounds during Akron Arts Expo events and activities.

## **Hotel Accommodations**

We've partnered with many surrounding hotels to offer you the best rates possible. Please check out our list of area hotels. Camping is available in the grassy area on the east corner of the grounds both Friday and Saturday nights. RV's and campers may park after 10:00 AM on Friday. No campfires or overnight camping/lodging in booth space permitted. NO EXCEPTIONS.

Please contact our office with any questions or concerns at 330-375-2836, 330-375-2835, or [Recreation@ci.akron.oh.us](mailto:Recreation@ci.akron.oh.us)