





## Timeline for Festival Artists

### Artist Load In | Friday, May 17

**Artist Check-in:** 9am – 4pm Located at Tephra ICA gallery (walk-up only)

**Artist Lounge Open:** 9:00am – 5pm, Complimentary coffee and snacks at 9am

**Load in and Booth Set-up:** 10am\* – 4pm \*Pending unforeseen delays

**Please review your Load In Map to enter the property at the correct entrance.**

No vehicles will be allowed to enter the footprint after 3:30pm

After Hours Load In (by hand, no vehicles allowed on the property): 4pm-9pm

**Please wear your name badge when working in your booth after hours.**

**All artist must be out of their booths by 9pm.**

### Festival Day 1 | Saturday, May 18

**Booth Set-up:** 7am – 10am Artist vehicles with passes visible are permitted on-site.

**Artist Lounge Open:** 9:00am – 8pm, Complimentary coffee and snacks at 9am

**Late Artist Check In:** 9am – 10:30am Located at Tephra ICA gallery

**Festival Open Hours:** 11am-7pm (jurors review booths 11am-6:30pm)

**FREE Artist lunch:** 11:30am – 1:30pm at Pisco y Nasca (**Voucher with details in your folder**)

#### Public events:

**Family Art Park:** 12-4pm, Town Square Park

**Danielle Hatch Live Performance:** 1pm & 4pm Mercury Fountain Plaza

**Guided Festival Tours:** 1:30, 3pm, 5pm

**Artist Demo Hour:** 4pm-5pm

**Public Concert:** 8pm-10pm (Sip & stroll 11am-10pm)

**Vehicle Soft load out:** 8:00pm – 9:30pm Artist vehicles with passes visible permitted on-site.

**NOTE:** Due to concert in the pavilion **no vehicle soft load out on the 900 block.**

900 Block artists are encouraged to fully close up their booth before the concert starts at 8pm, and wear your name badge when working in your booth after hours.

## Festival Day 2 | Sunday, May 19

**Booth Set-up:** 7am – 10am Artist's vehicles with passes visible are permitted on-site.

**Artist Lounge Open:** 9:00am – 8pm

**Award Breakfast and Festival Celebration:** 9:30am – 10:45am (at the Pavilion)

Full hot breakfast, coffee, and mimosas. Advance RSVP required.

Artist awards will be announced, don't miss this celebration!

**Festival Open Hours:** 11am-7pm (jurors review booths 11am-6:30pm)

### Public events:

**Family Art Park:** 12-4pm, Town Square Park

**Juror Led Tour of Award Winners:** 11:30am

**Danielle Hatch Live Performance:** 1pm & 4pm Mercury Fountain Plaza

**Red Dirt Rug Closing Ceremony:** 2pm Tephra ICA Gallery

**Sip & Stroll** 11am-5pm

**Artist surveys collected:** 2pm – 3pm

**Confirmation of load-out plan with Logistics team at your booth:** 3pm– 5pm

**Festival closes:** 5pm

**Vehicle Load Out:** 6pm\*-10pm

**\*NO vehicles will be permitted through the barriers until the streets are deemed safe for pedestrians by Reston Town Center security. All artists must *fully* pack up their tents prior to getting their vehicle, if you need special arrangements check in with your block captain.**

## Load in Procedures and Set Up Details

### ARTIST LOAD IN DAY Friday, May 17

**Artist Check-in:** 9am–4pm Located at Tephra ICA gallery (walk up only)

**Load in and Booth Set-up:** 10am\* – 4pm \*Pending unforeseen delays

**After Hours Load In (by hand, no vehicles allowed on the property):** 3:30pm-9pm

### SAME DAY LOAD IN Saturday, May 19

**Load in and Booth Set-up:** 7am–10am Artist vehicles with passes visible are permitted on-site.

**Late Artist Check-in:** 9:00am – 10:30am Located at Tephra ICA gallery

### LOAD IN PROCEDURES

- Please review your Load In Map to enter the property at the correct entrance.
- Be sure to have your load in pass with you (in your artist packet available at Check In) All vehicles are required to have the pass on the dashboard when onsite.
- Streets are ONE WAY as indicated on the map. Do not attempt a U-Turn inside the Festival streets.

- Artists will be directed to pull as close to their booth location as possible to unload.
- Weather permitting, booth spaces will be indicated on the asphalt/concrete as well as the street curb with colored chalk and booth numbers written on duct tape.
- All booths need to be set up to allow for clearance from the gutter which is one foot away from the curb.
- **We ask that you unload tent & equipment, move your vehicle, THEN set up the tent to allow room for your neighbors.**
- Artists will be asked to keep awnings down during set-up so that vehicles can pull up as close to their booths as possible. The center double yellow line will be the boundary and vehicle traffic will pass on the right side.
- The booth layout on the festival map is an approximate overview of the total layout. Prior to setting up please check that you are in the correct booth location. All tents must fit within their allotted space.
- All tents and displays inside must be constructed to withstand crowds, wind, and inclement weather. This outdoor venue is subject to high winds. All booths must be secured with appropriate weights to ensure stability in inclement weather, at least 50lbs per leg. The use of Pro-Panels, Happy Feet and other professionally made tent equipment is advisable. The use of E-Z Up/Pop-Up tents is not permitted.
- Tents may not be secured to the pavement or any permanent structure by any means. In the event of this occurrence, artists are responsible for fines and the cost of repair as imposed by the property owners and must immediately remove any attachments from the structure.
- Unsightly storage of materials behind booth spaces is not permitted. Artists may not impede pedestrian traffic in front of or behind their tents.
- Chair/umbrella set ups are not permitted in the street. If the artist wishes to set up a chair for themselves outside of their booth spaces, they may only do so on the curb opposite their booth, and only if this set up does not impede fire lane or pedestrian flow.
- Guards are positioned at the exits however If you move a barricade to exit the property, please put it back. This will prevent non-artists from entering the Festival streets.
- If you arrive after 3:30pm you will need to walk/dolly your equipment in.
- All vehicles will need to be moved off the streets by 4pm, however, artists are permitted to continue to set up inside their booths between 4pm and 9pm on Friday. Please wear your artist badge when you are in your booth.
- Oversized vehicles can be parked at Lake Fairfax on a first-come basis. Please obtain an oversized pass from the logistics captain upon entry.. This location is for parking only, no sleeping in vehicles, generators, etc.

*All Artists are solely responsible for the safety and security of their artwork. Reston Town Center is open to the public 24/7. We strongly recommend that you do not leave anything of value in your tent. If this is not possible, please do what you can to secure your property. Artists may secure their work by wrapping it in plastic, tarps, or blankets (off the ground in case of rain), so they are not easy to remove. Tephra ICA will not be held responsible for damage, theft, or loss of your work or that of any other participating artist.*

# Soft Load Out on Saturday Night

## SOFT LOAD OUT, Saturday May 19

**Festival Closes:** 7pm

**Vehicle Load Out:** 8pm\*-9:30pm

\*NO vehicles will be permitted through the barriers until the streets are deemed safe for pedestrians by Reston Town Center security. This may be after 8pm.

- Artists may zip up tents and pack up artwork beginning at 7pm. Artists may remove artwork from their tents via hand truck beginning at 7pm while the streets are being cleared of pedestrians. Break down of booths before 7pm is not permitted. Doing so may make you ineligible for participation in future festivals.

### Instructions for Booths in the 100s, 200s, 300s, 400s, 500s, or 600s,

Use the **Market Street and St. Francis Street Entrance** (same as load in) to enter the property. Vehicles should not be lined up outside the barricades before 7:30pm. All artists must have their passes clearly displayed on their dashboards.

Due to the concert at the Pavilion, there will be no vehicle traffic on the 900 block. Please refer to the map below to review the path of travel from your booth to the closest exit. All streets are one way, and no u-turns are allowed.



# Preparing to Leave and Load Out Procedure

Sunday, May 21

Confirmation of load-out plan with Logistics team at your booth: 3pm– 5pm

Festival closes: 5pm

Vehicle Load Out: 6pm\*-10pm

\*NO vehicles will be permitted through the barriers until the streets are deemed safe for pedestrians by Reston Town Center security. This may be after 6pm.

All artists must **fully** pack up their tents prior to getting their vehicle, please speak with your street coordinator about any unique circumstances.

- Artists may zip up tents and pack up artwork beginning at 5pm. Artists may remove artwork from their tents via hand truck beginning at 5pm while the streets are being cleared of pedestrians. All artists must **fully** pack up their tents prior to getting their vehicle. Break down of booths before 5pm is not permitted. Doing so may make you ineligible for participation in future festivals.
- You must use your assigned entrance based on your booth number to enter the Festival for load out. **(same as Load In).**
  - Market Street and St. Francis Street Entrance
    - Booths in the 100s, 200s, 300s, 400s, 500s, and 600s
  - Library Street Entrance
    - Booths in the 700s, 800s, and 900s
- Vehicles should not be lined up outside the barricades before 5:30pm. All artists must have their passes clearly displayed on their dashboards. This will let the logistics coordinator know where to send you as space on the street becomes available. Please note that long lines outside the barricades are expected.
- NO vehicles will be permitted through the barriers until the streets are deemed safe for pedestrians by Reston Town Center security. This will be after 6pm.
- All artists and their team members must comply with general rules of conduct and instructions given by Tephra ICA and Festival Staff, Reston Town Center Security, and Fairfax County Police.
- Artists are responsible for removing all materials from Festival Streets by 10PM Sunday night.