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Timeline for Festival Artists

Artist Load In | Friday, May 16

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.
If you arrive before 1pm you will receive your entrance pass as you approach
the gate.**

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 17

Booth Set-up: 7am – 9am 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: 10am-6pm (jurors review booths 10am-5:30pm)

Public events:

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

Claire Helen Ashley Live Performance: 12pm & 3pm Town Square Park

Guided Festival Tours: Hourly starting at 11am (Program Hub)

Artist Demos: 12pm, 1pm, 2pm, 3pm (Program Hub)

Public Concert: 7:30pm-10pm (Sip & stroll 11am-10pm)

Vehicle Soft load out: 6:30pm – 8:30pm 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 – 9am Artist's vehicles with passes visible are permitted on-site.

Artist Lounge Open: 9:00am – 8pm

Award Breakfast and Festival Celebration: 9:00am – 10:30am (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-5pm

Public events:

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

Juror Led Tour of Award Winners: 11:00am & 1:00pm

Artist Demos: 12pm, 1pm, 2pm, 3pm (Program Hub)

Claire Helen Ashley Live Performance: 1pm & 4pm Town Square Park

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 16

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–9am 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

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

- Please review your Load In Map to enter the property at the correct entrance.
- Wait in your vehicle and a Tephra ICA staff member will bring you your load in pass.
- 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 18

Festival Closes: 6pm

Vehicle Load Out: 6:30pm*-8:30pm

*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.

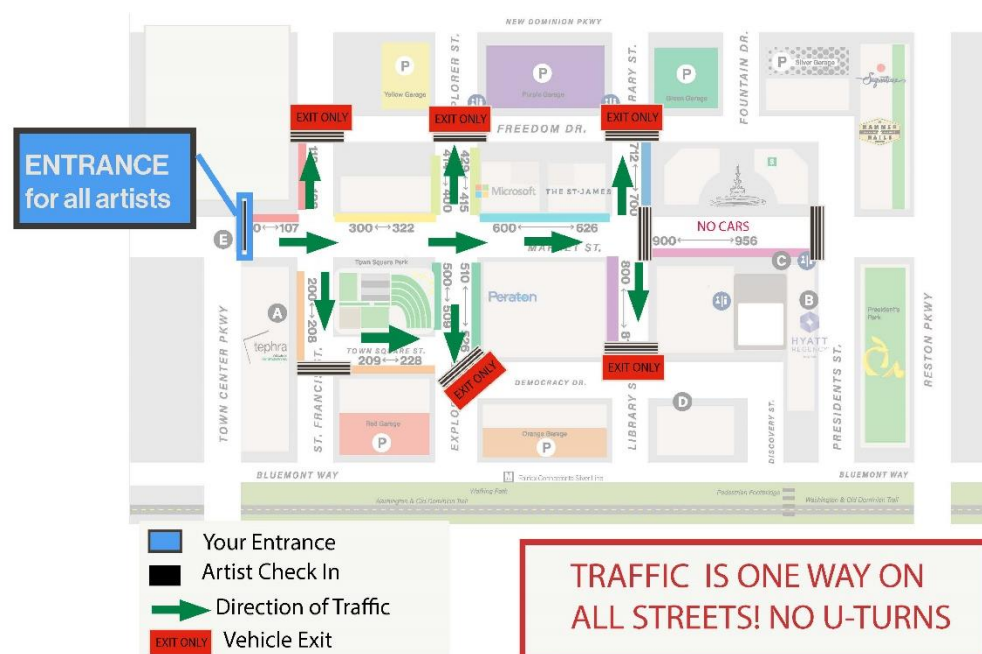
Instructions for Booths in the 100s, 200s, 300s, 400s, 500s, or 600s

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 6:30pm. 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.

Instructions for Booths in the 700's or 800's

- For Saturday soft load out only, use the **Market Street and St. Francis Street Entrance** 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, and vehicle traffic on the 700 block will be in the opposite direction as load in/load out. Please refer to the map below to review the path of travel from the 100 block entrance to your booth and from your booth to the closest exit. All streets are one way, and no u-turns are allowed. **THIS IS ONLY FOR SATURDAY NIGHT.**



Instructions for Block 900 artists

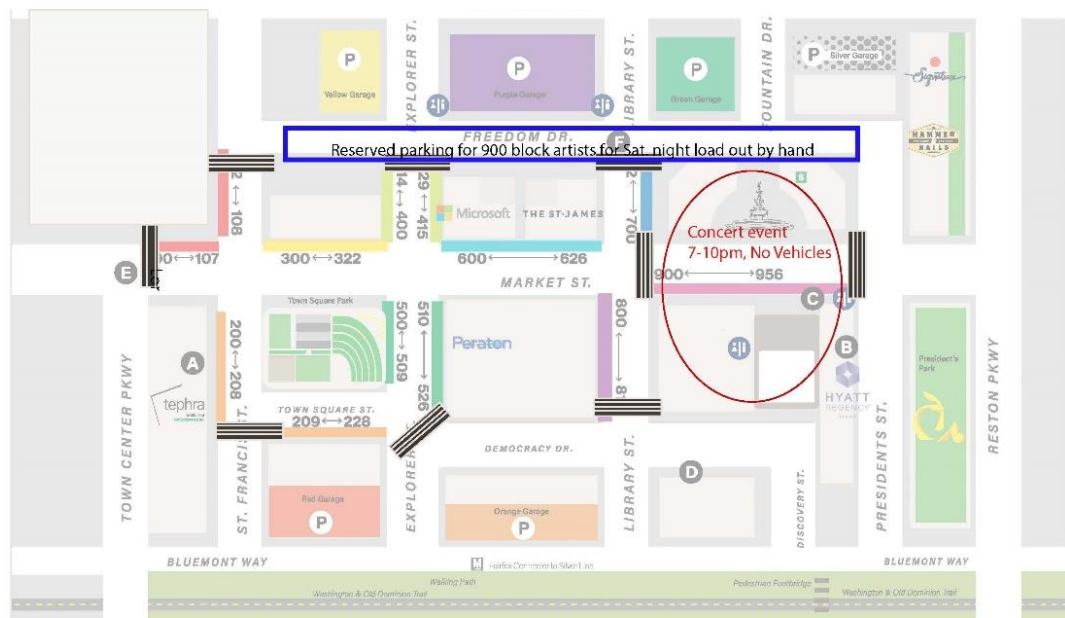
Due to the concert in the Pavilion, vehicle soft load out IS NOT AVAILABLE on the 900 block.

Instead, parking spaces on Freedom drive will be reserved for 900 block artists to park their vehicles, while loading out by hand. Prepare your items for load out, then go and get your vehicle, to bring it to a reserved parking spot.

If you pull your vehicle up to a barricade for soft load out, you will be asked to move.

900 Block artists are encouraged to fully close up their booth before the concert starts at 7:30pm, and wear your name badge when working in your booth after hours.

If you foresee difficulty in loading out by hand, please contact Festival Director Hannah Barco in advance, to discuss your situation.



Preparing to Leave and Load Out Procedure

Sunday, May 18

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 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.
- **NEW THIS YEAR:** Once approved by your block captain to get your vehicle you will receive a **LOAD OUT PASS**, please display this on your dashboard.
- 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 5pm.
- 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.**