

Hello Artists,

Thank you again for participating in our Winter Springs Festival of the Arts and we look forward to seeing you and your beautiful works of art. Below you will find check-in information for the festival.

**CHECK-IN** will be available on Friday, October 19th, **AFTER 3PM (enforced by Winter Springs police.)**  
**SET-UP** will be **from 3pm-6pm on Friday, October 19th** on the West end of Blumberg Blvd., coming in from Bear Springs Dr. (**previously Doran Blvd**). Overnight security will arrive at 10pm on Friday and will be there Saturday night as well.

**At check-in, you will receive the following:**

- Booth sign with booth number on it
- Map of the booth numbers in the festival guide
- Name tags (for you and your assistant)
- Copy of show rules & regulations that must be signed at check in
- Schedule of events (below)

**SATURDAY**

You may begin checking in on Saturday morning at 7am.

8:30am-10am- light refreshments will be available for the artists in the VIP tent

9am – Vehicles must be removed from the show area and parked in Artists Parking

9:30am-**Set-Up MUST be complete**

10am –Judges begin circulating (work does not need to be taken out of the booth)

10am- **The Show Opens**

12:15-2pm- light refreshments will be available for the artists in the VIP tent.

5pm-**The Show Closes**

5:30pm- The Meet the Artist Party (MAP) opens for Artists and Assistants (Name Tag REQUIRED for entry)

6:30pm-Awards announced at the “Meet the Artists Party” (MAP)

**SUNDAY**

9am-10am-light refreshments will be available in VIP tent

10am- **Show Opens**

12:15-2pm- light refreshments will be available in VIP tent

5pm-Purchase award money slips (PATRON DOLLARS) MUST be turned into the VIP tent

5pm- **The Show Closes**

**\*\*Purchase award money slips MUST be turned into the VIP tent by 5:15pm\*\*.**

**NO Break down can occur prior to 5pm.**

**Thank you for participating in the Winter Springs Festival of the Arts. We look forward to seeing you next year too.**