

LOAD-IN INSTRUCTIONS



Check in and set up begins at 2:00 pm on Friday.

Please check in upon arrival at the Information Booth on Everett St. Set up hours are Friday, 2:00 pm until 8:30 pm...Saturday morning, 8:00 am - 9:30 am. It is very important to adhere to these times so that we can keep noise to a minimum for the residents of the Pearl District.

****No set up AFTER 8:30 pm Friday or BEFORE 8:00 am Saturday!****

The park is easily accessible from the surrounding on-street metered parking. Vehicles are strictly prohibited from driving into the park (sidewalks or grass). Any vehicles driving onto the site will be fined a restoration fee to be determined by the city. Also please follow all street signs and traffic direction on one way streets.

Please be courteous to your fellow artists by unloading and moving your vehicle away from the booth areas to make room for others to unload. **Please do not obstruct roadways & driveways to through traffic.** Do not block residential loading zone on the corner of 8th and Everett for ANY period of time. Please be considerate of and sensitive to the Pearl District residents.

All vehicles must be removed from the streets surrounding the festival by 9:30 am each morning. The show opens at 10:00 am.

In order to give visitors and customers convenient parking during the festival, please move your vehicle to one of the recommended parking areas. Parking areas will be listed on the site map in your check-in packet.

No Staking In

Due to the underground sprinkler system, staking in is NOT ALLOWED by the Portland Parks Dept. Please use corner weights to secure your booth. **Note: You will be held responsible for any damages to the sprinklers.**

No Carpet or Rugs

Due to the grass damage caused by carpeting, rugs and plastic covering, etc., covering the grass in or around your booth is NOT ALLOWED by the Portland Parks Dept.

Booth Spaces

Each single booth space is 10x10. If space allows around your booth, you may extend out up to two (2) feet on **ONE** side only. No more. **You may not set up a second canopy unless you have paid for a double space.** Please be considerate of your neighbor. Do not block visibility or walkways.

Roving security will be provided after hours. *Art In The Pearl* is not responsible for artists' display equipment or inventory.

If you need to rent a booth please do so only through **Peter Corvalis Productions Inc.** 503-222-1664. This company adheres to the restrictions of time and noise required by the city of Portland.

General Information

There is no commission on sales. Artists must provide their own receipt books or methods for recording sales. There is **no sales tax** in Oregon!!!

Artists must provide their own display, tent, tables etc. Booths must be constructed of fire-proof materials. Be prepared for any kind of weather -- including strong gusty winds. The park grounds are soft -- in the event of rain, it gets muddy quickly!

The fair will go on regardless of weather. Artists who close early or open later without permission will not be considered for future shows.

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