**June 6th Check-in Instructions**

**GPS Address: National Vets Memorial and Museum 300 W. Broad Street Columbus, Ohio 43215**

Look for the Artist Check-in Tent

**This is also the Artist Parking lot for the festival days**

**Things to remember:**

* Valid ID must be presented by the artist
* Valid ID must be presented by the collaborating artist
* Any assistants’ names must be provided for tracking
* Questions you may still have will be answered by our experienced Artist Market volunteers
* The Artist Load in vehicle will usher you onsite at the time stated on your pass handed to you at check-in
* Each load in period allows for **2 ½ hours** to have a vehicle at your tent onsite to unload
* Once your load in time has concluded, you will be asked to remove your vehicle from the site to allow room for the next wave
* You may walk back to your space and keep working on your set up
* Load-in times are pre-assigned based on our history of traffic/set up/ deliveries/Vendors/Tent drops/Sponsors and more

**I KNOW I CANNOT MAKE MY LOAD-IN**

* Do not assume at the last minute you can change your load in time
* All artists who do not make their load-in time must notify Artist Market Chairperson Patty Matthews: Pmatthews@columbusartsfestcommittee.org

**I MISSED MY ASSIGNED LOAD-IN TIME**

* Email Patty at Pmatthews@columbusartsfestcommittee.org
* Go ahead and load in after 8:00pm EST on June 6
* Loadin all night if you have too
* NOTE: You MUST pick up your credentials, booth sign, check-in packet and present your ID at CAF Headquarters by 9:00AM June 7.

**To get parked:**

* There could be minor construction and festival required closed streets. Navigate your drive and build in extra time to get on site
* All RV’s will be up against the far wall
* If you drop a trailer, you must make sure the license plate information is in your ZAPP information

**Drive on-site before open of festival and close of festival:**

* You can drive on site to drop off supplies on **Friday/Saturday/Sunday Morning** and have your vehicle off by 9:30 AM
* **At festivals close each evening,** once Columbus Police give an all-clear sign, you will be permitted to drive your vehicle on-site