



Greetings, Uptown Art Expo Artists and Exhibitors. **PLEASE READ THE FOLLOWING INFORMATION!** First and foremost, **Welcome!** We wish to thank you in advance for being a part of our 11th Annual Art Festival and for contributing to its success. Your participation and support are truly appreciated.

Attached is our set-up info for the festival. Please take a moment to review your location, set-up times, and other important information. Cranes Roost Park is located at 274 Cranes Roost Blvd., Altamonte Springs, Florida 32701.

Please see Expo set up map for entrance locations and booth number access times. Friday set-up starts at 12:30pm-5:00pm. Saturday set-up starts at 7:00am. All vehicles must be removed from the festival site by 5:30pm on Friday and 9:30am on Saturday and 8pm on Sunday. After those times you will have to dolly over. Please check in first to register and to receive your Exhibitor packet.

Traffic on Cranes Roost Blvd will be one way only! Please **unload first** - and proceed to find a parking space in the Artist Parking area or outside the immediate festival site and then come back to set up your booth. This is very important: We need to allow your fellow exhibitors access to their spaces in order to make the entire process as easy as possible for all.

There is free parking located behind the office buildings at the Festival Drive entrance. These spaces are first come first served and there are over 100 parking spaces. Once this lot is full, there is free parking in the Altamonte Mall parking lot. You will need your Check-In Pass which is attached to be placed on your vehicle dashboard for security to allow you access to the Festival Site and Parking Lot.

Festival Exit

At the end of the festival we will have a phased exiting. Please break down your booth first and then access the site during the phased times as shown on the attached. This will allow for a smooth festival close-out. All Exhibitors need to have cleared the site **by 8PM on Sunday night so the road can reopen for traffic.**

Festival Notes

You are **not allowed to stake your tents in the ground**, pursuant to City of Altamonte Springs regulations. Please bring **proper WEIGHTS** for safety for your tent and others and please abide by this ruling.

The Expo will provide **overnight security** patrolling on Friday and Saturday nights from 10:00PM – 7AM. However, remember that it is up to you to secure and safeguard your property. We cannot assume responsibility for losses sustained as a result of theft, vandalism, weather, act of God, or any other reason. Please exercise your usual caution!

Art Show Hours: Saturday 10-7:00pm, Sunday 10-5pm. Friday evening Kick-Off concert is 6:30-10pm and Saturday evening concert runs 7-10pm, you are welcome to be remain open if you like!

Continental Breakfast on Sunday: We will provide free coffee & muffins on Sunday morning from 8:30am to 9:30am at the official Expo Booth in front of the concert stage (booth #129). Please stop by and visit us!

Facilities: There are rest rooms inside Cranes Roost Park, along with portalets. They will be monitored during the festival and shown on the festival map.

Pets: Cranes Roost Park does not allow pets, please do not bring your pet to your booth – Thank You!

Sorry per City of Altamonte rules there is no overnight RV parking available at Cranes Roost Park.

Any questions during the event hours, if you need a break, bottle of water - please send text messages to our **Expo Artist Exhibitor Coordinator: Pam: 407.687.5909 Good Luck and let's have a Great Show!**