

Hello 4th street artists! We have been working hard to organize our show to make it the best year ever for you. Below are the important details.

Before the show

1. **Check in: 1:30 pm - 5:30 pm on Friday Sept 2nd at 316 East 4th Street only**, just past the fire station. All vehicles enter at this point. You will need your license to get your packet. The police will fill water barricades at 6:00 pm. After this time no vehicles can physically move in or out of the street until after closing on Sunday. Therefore if you plan to set up after this time, you will have to dolly in but you must check in Friday between 1:30-5:30 or forfeit your booth. All vehicles must be out of the show site no later than 6pm.
2. **DO NOT BLOCK THE STREET WITH YOUR VEHICLE.** Please unload your vehicle at your booth and then remove the vehicle from the street. There will be parking information in your packet. Then, come back and set up. Please be considerate of your fellow artists. You have unlimited time to set up once your vehicle is moved off the show site.
3. Friday Night: The Venue at 4th and Grant is once again hosting the artists who wish to share in snacks and drinks.

Artist Parking

1. **The IU parking lot is the biggest, best place to park.** Exhibitor pass must be displayed on your vehicle dash with your cell number written on the pass. Vehicles must park between the lines. The IU parking lots open after 5:30 pm on Friday and you will have access during the show through the alleys. If you have a trailer, you must unhook and place it in a single parking space. Park in EMP or EMS marked spaces only. Do not park in R or Reserved spaces.
 - a. Oversized vehicle/trailer parking available at the corner of College & 3rd St - directly east of the Bloomington/Monroe County Convention Center. ***If you need oversized parking, please ask at check in for a parking pass.
 - b. City and IU regulations prohibit overnight camping in parking lots or on city streets. Fourth Street Festival will not be responsible for parking tickets.

Booth Regulations

1. Booth sign **MUST** be visible on the **RIGHT FRONT** of your booth.
2. Secure your tent when not at the show – this is a high traffic, urban neighborhood.
3. No generators or open flames allowed.
4. All merchandise and displays must be contained within your booth.

5. Sidewalks behind booths must be kept clear at all times for pedestrians.
6. Awnings are to be up ONLY during festival hours. Sat. 10-6, Sun. 10-5. (for emergency vehicle access)
7. The artist or artists who juried into the show must be present at the festival. No exceptions.
8. **Standards committee:** Saturday morning volunteers will be visiting and comparing your work and booth with the images you submitted in your ZAPP entry.
 - a. Artists may display work only in the category into which they successfully juried and confirmed.
 - b. Reproductions cannot exceed 20% of your booth.
 - c. Only those artists that are accepted in the jewelry category are permitted to display and sell jewelry.

During the Show

1. SHOW HOURS OPEN TO THE PUBLIC: SATURDAY 10am –6pm and SUNDAY 10am –5pm
2. Saturday Breakfast: Sponsored by White Castle, come try their "impossible burger" and other breakfast sandwiches as well as coffee at Info. Booth 8am - till gone.
3. [Sunday Breakfast: Coffee bagel breakfast sponsored by the 4th St Festival and Bloomington Bagel Company](#) at the Info Booth 8-9:30. Award winners for 2022 will be displayed near this table.
4. There are many fantastic small restaurants for your lunch and dinner choices. [You can also purchase water or other beverages at these establishments.](#)
5. Security:
 - a. **The Monroe County Public Library (303 E Kirkwood Ave – one block north of the Festival) will provide a safe shelter in the event of a weather emergency.**
 - b. Security is provided day and night during the festival from noon Friday through 8pm Sunday. Streets will be closed to traffic until 9:00 pm Sunday.
If you must return to your booth outside of show hours, please wear your show credentials and inform security officials.
 - c. The Fourth Street Festival assumes no liability for damage or theft to booths
6. Awards Judging : 10am – 2pm Saturday. Judges will place a colored dot on your sign after viewing your booth. Awards will be presented Sunday morning at artist booths. Winner list available at Info Booth.. **Day of Show Judges: xxxx**

7. Services at Information Booth: (Fourth & Grant Streets)
 - a. Sign up for booth sitters.
 - b. Information regarding restrooms and ATMs.
 - c. **T-shirt discount:** Don't forget to purchase this year's t-shirt. Just show your name badge to get \$5.00 off. 2022 Shirt designed by **xxxxx**

Breakdown

1. Break down your booth after 5:00 pm Sunday before bringing in your vehicle. No vehicles allowed in until streets are cleared of patrons. Entry spot is the same as during setup.
2. The water barricades are drained at 4:00pm on Sunday and some of this water will go down 4th street. Be prepared to pull your artwork off the ground prior to this time.
3. You have a trash bag in your setup packet and our trash containers are collected at 5:00pm. Please ensure your trash makes it into the containers prior to 5:00pm and if not, carry it away with you.
4. Please return your survey, name tag and photography permission sign to volunteers or the info booth.
5. All booths must be completely removed by 9pm Sunday because we must open the streets.

Indiana sales tax: You are responsible for collecting, reporting and remitting 7% Indiana Sales Tax on all purchases. For information, visit <http://in.gov/dor/3504.htm>

We on the Fourth Street Committee are looking forward to seeing old faces and meeting new artists and we are committed to having the best opportunity for excellent sales for all of you!

Fourth Street Director,
Brenden King