

2018 Mulvane Art Fair Artist Move-in Instructions & Additional Information

Hello Artists!

We are so excited the Art Fair is now just days away! We are looking forward to a **great event** here in Topeka, Kansas, on the beautiful campus of Washburn University. Our Art Fair **raises funds for art education** programs through the Mulvane Art Museum and we are excited to have you join us. In addition, we appreciate everyone's cooperation with the move- in/load-in process.

Move-in times for FRIDAY, JUNE 1st have been assigned to all artists – see **2018 Artists Move-in Schedule**. **If you did not reply to the move-in time email and specify a preferred move-in time, one was assigned to you.**

IMPORTANT: ALL artists must enter campus from either:

1. Durow Drive off of Washburn Avenue **RECOMMENDED** (east side of campus)
2. SW Jewell Avenue off of 21st Street (south side of campus)

There will be a checkpoint for artists at Durow Drive and College Avenue. Artists will need to check in there at their assigned move-in time and will be given a parking placard, then directed north up College Avenue to the move-in site.

Artists who arrive more than 10 minutes before their assigned move-in time may be required to park and wait for access to the site. We have limited space and need to stick closely to the **2018 Artists Move-in Schedule** to ensure all Artists have sufficient time and space in which to move-in their art.

You will have two hours to park at the site and unload. After unloading, artists are asked to move their vehicles to artist parking which is west of the Art Fair site and in front of the Mulvane Art Museum, or to any other public parking space of their choice on campus.

Move-in time assignments and campus maps are posted at <http://mulvaneartfair.com/about/information-for-artists/>

PLEASE review these materials prior to arriving at the art fair site, and print and bring them with you. (CONTINUED ON NEXT PAGE)

There will be 24-hour security at the Art Fair site beginning at 6:00 pm on Friday, June 1st.

ART FAIR HOURS

**Saturday, June 2nd: 8:30 am to 10 am PATRON SHOPPING*
10 am to 5 pm Open to PUBLIC**

Sunday, June 3rd: 10 am to 4 pm Open to PUBLIC

***Artists must be set up and ready to sell NO LATER than 8:30 am on Saturday, June 2nd.**

Jurors will jury on Saturday between 10 am and 1 pm.

Booth Sitting is Available for Artists throughout the fair. You can sign up at any time at the Mulvane Information Tent.

Bottled Water will be provided for artists during load in/set up on Friday and throughout the event on Saturday and Sunday.

Continental breakfast and coffee will be provided to artists on Saturday and Sunday mornings.

Again, we're excited that you are joining us in Topeka to make the Mulvane Art Fair a very successful event! If you have questions or need additional information, please email mulvanearth@gmail.com or call 785.670.1124.

Thank you!
Kathy Spain and Angela Sester
2018 Mulvane Art Fair Artist Committee