



February 1-2, 2025 with Opening Night Friday January 31

Welcome to ArtFest Fort Myers – 25th Anniversary

Artists are required to set up Friday, January 31, 2025.

Set up begins on Friday, January 31, during a scheduled setup time shown in the chart below. Setup times have been staggered to create the best traffic flow and artist access. If you are late arriving, you will have to park off site and dolly to your booth. **There is no parking directly at the site outside of your 2 hour setup time window, and your vehicle must be moved in time to allow the next batch of artists to come in. We recommend you prioritize fully unloading before setting up. Once your vehicle has moved, you can walk back to the site to finish setting up if needed.** It is crucial that everyone follows the setup times and process.

If you arrive in town on Friday, January 31st, before your setup time – please do not attempt to drive on to the festival site. Setup is only during the allocated times. The festival site is split into 2 waiting zones for staging. Booths 1-54 and 300-346 will report to the parking lot at the corner of Bay Street and Heitman Street (Under the 41 Bridge/Overpass). Booths 56-172 and 200-235 will report to the large grass parking lot at the corner of Edison Ave and Jackson St. (2337 Lafayette St., right across from the City of Palms Stadium). The driveway is on Lafayette St. – **look for the yellow and red entrance flag.**

To facilitate the flow we will stage you in a waiting zone. Please look for an entrance flag at each of the parking lots. Volunteers are at the waiting zones ready to help all of the artists get lined up. Please have your booth number ready.

We ask all artists to trust the process. Please arrive at your scheduled time to ensure you will be driving right up to your booth location. All artists will be staged in booth number order. **Late arrivals will have to dolly into their location from Bay or Lee street.**

Please check the chart below. The staging times and locations are based upon your booth number.

Each Artist in booths 1-54 and 300-346 will enter the festival site on Heitman Street and exit on Monroe Street. Please remember there is one way traffic. Volunteers will be on site to guide you.

Booth Numbers:	Set-Up Times:	Waiting Zone:
338, 342, 346, 334, 330, 326, 322, 318, 314, 310, 306, 302	<ul style="list-style-type: none">• Arrive at Waiting Zone by 7:30am• Load in at 8:00am• Move Vehicle by 10:30am	Parking Lot at corner of Bay Street & Heitman Street (Under the US 41 Bridge/Overpass)

51, 47, 43, 39, 35, 31, 27, 23, 19, 15, 11, 7, 3, 50, 46, 42, 38, 34, 30, 26, 6, 2	<ul style="list-style-type: none"> • Arrive at Waiting Zone by 7:30am • Load in at 8:15am • Move Vehicle by 10:30am 	Parking Lot at corner of Bay Street & Heitman Street (Under the US 41 Bridge/Overpass)
340, 344, 336, 332, 328, 324, 320, 316, 312, 308, 304, 300	<ul style="list-style-type: none"> • Arrive at Waiting Zone by 10am • Load in at 10:45am • Move Vehicle by 12:45pm 	Parking Lot at corner of Bay Street & Heitman Street (Under the US 41 Bridge/Overpass)
54, 52, 48, 44, 40, 36, 32, 28, 4, 53, 49, 45, 41, 37, 33, 29, 25, 21, 17, 13, 9, 5, 1,	<ul style="list-style-type: none"> • Arrive at Waiting Zone by 10:15am • Load in at 11:00am • Move Vehicle by 1:00pm 	Parking Lot at corner of Bay Street & Heitman Street (Under the US 41 Bridge/Overpass)

Each Artist in booths 56-102 will enter the Festival Site on Hendry Street, turn left, and exit on Monroe Street.

Each Artist in booths 200-235 will enter the Festival Site on Hendry Street and exit by turning around in front of Oxbow to go back down Hendry from the direction they came, **on the two-way traffic side (left side of the street).**

Each Artist in booths 99-172 will enter the Festival Site on Hendry Street **on the two-way traffic side (left side of the street)** and exit east on Lee Street.

Booth Numbers #:	Set-Up Times:	Waiting Zone:
56, 60, 64, 68, 72, 76, 80, 57, 61, 65, 69, 73, 82, 84, 86, 88, 90, 92, 94, 96, 98, 100, 102	<ul style="list-style-type: none"> • Arrive at the Waiting Zone by 7:30am • Meet at the Blue Flag • Load in at 8:00am • Move Vehicle by 10:15am 	Parking lot at the corner of Edison Ave. and Jackson St. (2370 Lafayette St)
200, 204, 208, 212, 216, 220, 224, 228, 232, 235, 231, 227, 223, 219, 215, 211, 207, 203	<ul style="list-style-type: none"> • Arrive at the Waiting Zone by 8:15am • Meet at the Yellow Flag • Load in at 9am • Move vehicle by 11am 	Parking lot at the corner of Edison Ave. and Jackson St. (2370 Lafayette St)
172, 168, 164, 160, 156, 152, 148, 144, 140, 136, 132, 128, 124, 120, 116, 112, 108, 155, 151, 147, 143, 139, 135, 131, 127, 123, 119, 115, 111, 107, 103, 99	<ul style="list-style-type: none"> • Arrive at the Waiting Zone by 9:00am • Meet at the Purple Flag • Load in at 9:45am • Move vehicle by 12:45am 	Parking lot at the corner of Edison Ave. and Jackson St. (2370 Lafayette St)
58, 62, 66, 70, 74, 78, 59, 63, 67, 71, 75, 77, 79, 81, 83, 85, 87, 89, 91, 93, 95, 97	<ul style="list-style-type: none"> • Arrive at the Waiting Zone at 10:00am • Meet at the Blue Flag • Load in at 10:45am • Move vehicle by 12:45pm 	Parking lot at the corner of Edison Ave. and Jackson St. (2370 Lafayette St)
202, 206, 210, 214, 218, 222, 226, 230, 234, 233, 229, 225, 221, 217, 213, 209, 205, 201, 104	<ul style="list-style-type: none"> • Arrive at the Waiting Zone at 10:30am • Meet at the Purple Flag • Load in at 11:15pm • Move Vehicle by 1:15pm 	Parking lot at the corner of Edison Ave. and Jackson St. (2370 Lafayette St)

170, 166, 162, 158, 154, 150, 146, 142, 138, 134, 130, 126, 122, 118, 114, 110, 106, 153, 149, 145, 141, 137, 133, 129, 125, 121, 117, 113, 109, 105, 101	<ul style="list-style-type: none"> • Arrive at the Waiting Zone by 12pm • Meet at the Yellow Flag • Load in at 1:15pm • Move vehicle by 3pm 	Parking lot at the corner of Edison Ave. and Jackson St. (2370 Lafayette St)
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EARLY ARRIVALS

If you arrive in town on Friday, January 31, before your set up time please do not attempt to drive on to the festival site. Artists can park and wait for their set up time at the staging lot at 2370 Lafayette St.

ARTIST CHECK-IN

Artist Check-In is open from 9:30am – 2:00pm and is located in the Oxbow Bar & Grill parking in a large tent (1300 Hendry St, Fort Myers, FL 33901). **Look for the big red welcome flags.** Do not forget your Photo ID as it is required for artists **and** collaborators to check in. Check-in has your welcome envelope, containing your parking pass, booth card, name tags, and other info. Artists may check in before, during or after their setup time.

SAFE TENT SET-UP

Winter can be a windy time in Florida and this is particularly true for locations near the river. We require all artists to be prepared for all weather conditions – wind and rain. This will be monitored during setup and over festival weekend.

DIRECTIONS TO THE EVENT (NOT THE STAGING LOTS)

From I-75 SOUTH – Exit 138, Martin Luther King Jr. Blvd. (SR 82): Exit and head West into downtown Fort Myers (about 4 miles)

From I-75 NORTH – Exit 141 – Palm Beach Blvd westbound. Travel Palm Beach Blvd, about 4 miles, to downtown Fort Myers. At the Seaboard Rd intersection, Palm Beach Blvd becomes First Street. Continue west into downtown Fort Myers

From US – 41 (Tamiami Trail) SOUTH BOUND into Downtown Fort Myers: Once you cross over the Caloosahatchee River take the first off ramp into Downtown. The ramp exits onto West First Street. Continue east into downtown Fort Myers

From US – 41 (Tamiami Trail) NORTH BOUND into Downtown Fort Myers: Just before you cross over the Caloosahatchee River, take the last exit (right) to historic downtown. Go STRAIGHT (Do not turn onto Martin Luther King Jr. Blvd.) to Monroe St. Turn left at Monroe St. and the next block is First Street, downtown Fort Myers.

RESTOCKING YOUR WORK ON SATURDAY EVENING

In light of increased security and hardened perimeters, we will only have one access street starting Friday at 5 p.m. and throughout the weekend - **Hendry Street.**

All access roads into the festival site will be barricaded and have security guards. No vehicles will be allowed on site on Friday night, so all artists must dolly in to restock or set up.

Vehicles will be allowed on site on Saturday night to restock at any time, but you will need to show your artist credentials to gain access.

We do not allow vehicle access for restocking Sunday morning as Bay Street will be closed in the early hours for the Publix Run To The Arts 5k.

We will open exits for you to break down on Sunday afternoon.

OVERNIGHT SECURITY

Overnight security will be provided on Friday and Saturday nights by a combination of private security and Fort Myers Police, beginning at 5 p.m.

RV/VAN OVERNIGHT PARKING ALL WEEKEND

Off-street parking for artists' full-size RVs is in the Artist Parking lot on Monroe St. between Widman Way and Victoria Avenue, at 2050 Broadway. **Look for the red Artist Parking sign.**

These parking lots do not open until Friday at 5 p.m.

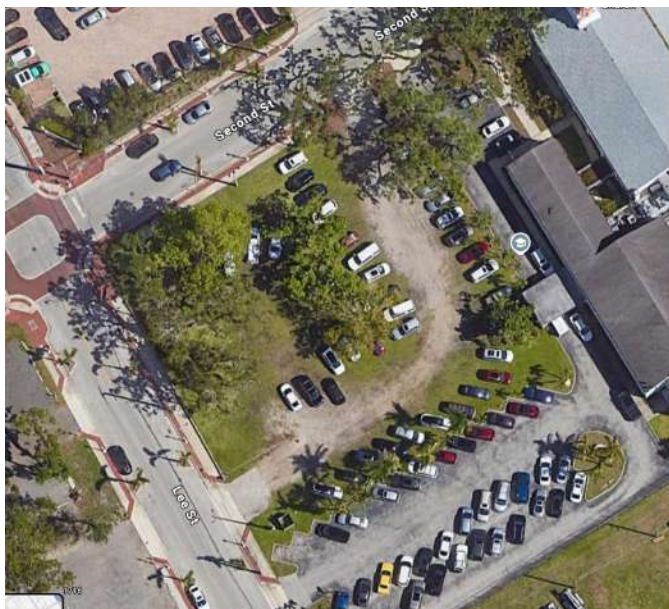
Please do not park in the adjacent parking lot with green parking signs as that lot is only for festival volunteers. Check-in will have additional information.

NIGHT PARKING ON FRIDAY

The Artist Parking lot is in the same lot as the overnight RVs. It is located on Monroe St. between Widman Way and Victoria Avenue, at 2050 Broadway, **but the lot does not open until 5:00pm on Friday** because it is an overflow lot for jury duty parking. **Look for the red Artist Parking sign.**

DAY PARKING ON FRIDAY

If you do not finish setting up in your allotted time and need to go park your car somewhere before 5:00pm to continue setting up, you can find paid parking on a street nearby (there are pay stations throughout downtown), pay to park in a parking lot if your vehicle will fit, or you can park for free in the First Presbyterian Church lot at 2438 Second St. Please park on the grassy lot on the corner of Second St and Lee St.



This lot will be available from 9:00am - 10:00pm so this is the best option for artists participating in Friday night, since you will not be able to move to the jury lot before you open at 5:00pm, and can leave your car there until the Friday night opening is finished.

DAY PARKING ON SATURDAY AND SUNDAY

Artists commuting to the festival each day will have reserved parking in the Artist Parking lot, which is again located on Monroe St. between Widman Way and Victoria Avenue at 2050 Broadway. **Look for the red Artist Parking sign. Please do not park in the adjacent parking lot with green parking signs** as that lot is only for festival volunteers. Your check-in packet will have more information.

The trolley will run from 7AM-6:30PM Saturday and 7AM-6PM Sunday. Pick up location is on Widman Way between Monroe and Broadway. Look for the trolley sign and wait there.

We ask all artists to park in the assigned parking lot over the weekend. Please do not park along the access streets, VIP Lot or other festival parking lots including the Volunteer Lot. Make sure to display your parking pass on your rear-view mirror.

FLORIDA SALES TAX

Each artist is responsible for collecting and remitting their own Florida Sales Tax (6.5%). The sales tax in Lee County increased in 2019 to 6.5%. ArtFest Fort Myers is required to provide artists/ names and addresses to the Florida Department of Revenue.

ARTIST RELATIONS

Artist Check-in and ArtFest Fort Myers Festival Headquarters are located in the Oxbow Bar & Grill parking lot in a large tent (1300 Hendry St, Fort Myers, FL 33901). **Look for the big red welcome flags.** If you need anything or have any special requests, someone in our Festival Headquarters can assist you.

ARTIST HOSPITALITY

Artist Breakfast will be served in the following locations throughout the festival weekend:

SATURDAY:

Caloosa Sound Event Center

7:30 a.m. - 9:30 a.m.

1375 Monroe St, Fort Myers, FL 33901

SUNDAY:

Oxbow Bar & Grill

7:30 a.m. - 9:30 a.m.

1300 Hendry St, Fort Myers, FL 33901

WHY YOU SHOULD WEIGHT YOUR TENT

ArtFest Fort Myers' scenic location along the waterfront means we have constant breezy conditions and sometimes strong winds. Since all artists set up on pavement, you are **REQUIRED** to securely weight your tents and we will inspect them during Setup. We want you and your artwork to be safe and we want all your neighbors to be safe and secure too.

Artist booths need to be bottom heavy! Make sure your tent weights sit on the ground. Weights that are suspended cause the center of gravity to be raised up, making the booth top heavy and unstable.

- Have at least 30lb. on each corner - not just 10 or 20lb. of water weights or sandbags or tube weights, etc.
- Consider a cement block, 8 x 8 x 16. They vary in weight from 26 to 42 lbs. Place one on each corner or maybe two on a corner that is exposed to potentially high winds. Cement blocks are about \$1 - \$1.50 each at major home improvement centers (Lowes, Home Depot, True Value, etc.)
- Consider square steel weights with loops welded to the tops. Or hex weights as used in a weight room. Use the types that are 50 to 75lb. each.
- Whatever weights you use you need to attach them with heavy-duty web straps with a high static breaking point. Words of experience: Bungee cords will **NOT** keep your weights attached to your tent. You can double strap weights to your stabilizing bars and booth legs so there is no slippage or shifting.



No staking into the road pavement!

Neither ArtFest Fort Myers nor our commercial tent company provides weights for artist's tents. Please bring your weights with you. ArtFest Staff and Volunteers are not available to help you set up your tent or help weigh it down if there are high winds. If everyone is safely weighted down we won't have wind - that is the way these things work.



ArtFest Fort Myers - (239)768-3602 - info@ArtFestFortMyers.com

