

# NW Art Alliance Load-in/out Information

## Spring Best of the Northwest 2011

### Prior to Show

**Hotels** A quick search on Hotels.com or any other hotel finding site will produce a range of hotels from \$65 and up for the weekend of the show. You will want to use the address 7400 Sandpoint NE Seattle, WA 98115 to search for nearby hotels.

**Flame Treatment** Since January 1, 2009 the only acceptable means of having decorative material in a booth within 18 inches of ignition sources, such as lights fixtures, heaters, electrical outlets, electrical connections and flame-producing devices, is to provide a Flame Certificate. The fabric will not be accepted if it is treated by the artist or the show. It may only be allowed to be in the booth if it has an accompanying Flame Certificate indicating it has been treated to meet NFPA 701 Flame requirements. Nothing else will be accepted. Artists will be required to remove items that do not have a certificate. Please review the requirements at:

<http://www.cityofseattle.net/fire/FMO/specialEvents/Flame-Proofing%20and%20Combustible%20Storage.pdf>

To help anyone who needs to get their fabric treated, NWAA has negotiated a special rate with Kurt Berschauer at American Flamecoat, Inc. who will provide certification and treatment of drapes or table clothes for \$150 minimum charge for 240 square feet. 206-789-9404, 1143 NW 52nd St., Ballard, WA 98107

### Pole and Drape

If you would like to rent pole and drape or a table, contact Adam Puente at Abbey Party Rents 206-362-3222.

### Day of Show

**Load in:** starting Friday, March 25th, 2011 from noon to 10pm or the following morning from 7am - 10am.

**Address:** Magnuson Park - Hangar 30, 7400 Sandpoint Way NE, Seattle, WA 98115

**Directions:** Enter Magnuson Park off of Sand Point Way NE at NE 74th Street. Go straight, past the unmanned guard booth and you will see Hangar 30 a little over a block down on the left - turn left at the stop sign, find a place to park, check in, get your booth # and pay for Saturday dinner if you wish to attend (see below). Then we will instruct you where to load-in.

**Donation** - Preston Kuppe Guild will be accepting donated art work at the show in the check-in area. They have an auction in May to raise funds for uncompensated care at the Seattle Children's Hospital. Our artists have been supporting the efforts of this organization for years and the guild has provided food in the artist's lounge to show their appreciation.

**Entertainment** - We have arranged for a number of musicians to play throughout the event to include Nouveau Flamenco, Gypsy Jazz and Blue Grass among others.

**Good Food** - our food vendors will be offering Thai food and both sweet and savory French Crepes. There will be coffee available from Whidbey Coffee. We intend to give our patrons a reason to stay and shop for a long time!

**Artist Lounge** - here is an opportunity to relax, snack, and just take a little break. Baked goods and fruit provided by Preston Kuppe Guild for Children's Hospital in appreciation of your support.

**Booth Sitters/Runners** - Liberty High School Navy Junior ROTC members will be available to watch your booth if you should need a break. They have been well received at our shows by both artists and patrons alike. Sign up for their services in the Artist Lounge or tap one if they are available.

**Artist Badges** - this year you will be provided a badge when you check-in. If you would kindly return the plastic sleeve after the show, we can reuse them in the future and save the landfill. You need badges primarily for entering the Hangar.

**Saturday night** - Artists please join us for dinner in the food area after 6pm. \$6 donation per person to cover the cost of the food. Pay at registration on Friday March 25th and until noon on Saturday the 26th. Finger foods, salad, and simple beverages (soda, water, etc) will be served. We have had this event in the past and it's always been a fun way to socialize and make new friends.

**Last day Load-out** - Please do not start breaking down your exhibits prior to 6:00pm on Sunday. I have found that it only takes a few booths being disassembled to send the message to potential customers that the show is over. We all want to send the message 'come visit my booth' and not, "you are keeping me from going home". So after 6pm, please break down your booth completely before you bring your vehicle in for loading. This is important so you can execute the load-out as smoothly and efficiently as possible. Please also be sure to throw any trash in your area into the cans provided, and peel the tape off of the ground that marks your booth. These two tasks will help our volunteer clean-up crew immensely. **KINDLY DO NOT LEAVE TRASH BEHIND.** Our staff will all be attempting to make this load-out process painless.

I hope to meet all of you during the course of the show. I would love to hear from each of you about your ideas on what has worked, what needs to be improved, and what you would like to see in the future. Should you ever have anything you wish to discuss with me, I welcome your call or email.

Best regards,

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