

STEVENS POINT  47TH ANNUAL
FESTIVAL OF THE ARTS
SUNDAY APRIL 7TH • 10AM-4PM • UWSP NOEL FINE ART CENTER

Hello Artist,

We are pleased you will be exhibiting with us for the 47th annual Festival of the Arts (FoA).
The FoA council has worked hard to make your day pleasant and profitable.

SHOW DATE: Sunday April 7 ▪ **SHOW HOURS:** 10am-4pm.

LOCATION: 1800 Portage St. Stevens Point, WI 54481.

The Noel Fine Art Center (NFAC) is on the campus of University of Wisconsin Stevens Point.

UNLOADING AREA: NFAC has multiple entrances. **Most artists will use the NFAC entrance on Isadore St.**

Enter and unload in Parking Lot E. Elevator to second floor is near this entrance. *See map for details.*

CONTACT PERSON PRIOR TO EVENT: Jessie Fritsch- PointFoa@gmail.com ▪ 715-252-4125

SATURDAY AND SUNDAY SET-UP COORDINATOR CONTACT: Sharon Fujimoto-need number ▪ *(setup hours only)*

DAY OF EVENT COORDINATOR CONTACT: Nancy Thorson- needs number ▪ *(setup hours only)*

SATURDAY LOAD-IN: 2pm-7pm only. NO SET-UP AFTER 7PM.

These hours are set by the university not the FoA Council.

***ATTENTION ARTISTS: Set-up must be completed by 7pm on Saturday, April 6th,
so as to not disrupt the theater performance held that evening in the NFAC.***

ARTIST CHECK-IN: Upstairs at the information table in front of the Edna Carlsten Gallery on the second floor.

- Artist Packets will be given at the information table on the second floor across for the Carlsten Gallery.
- Sign up for a booth sitter if needed. Artists will also be given ribbon to display in booth if artists need a break.
- If requested, assistance will be available for Artist's set-up, break down, unloading and loading.

SECURITY: Please do not put out artwork Saturday night. Security will lock building doors at midnight; however UWSP Students have 24hr access into the building.

FESTIVAL EVE BUFFET: Saturday April 6 at 7pm. *All artists and their helpers are welcome to enjoy a buffet with fellow artists and sponsors. Dinner is held at The Newman Center. Address: 2108 Fourth Ave in Stevens Point. Use Parking Lot T from Illinois Ave. The Newman Center is at the opposite end of Parking Lot T, on the corner of Reserve Street & 4th Ave.*

SUNDAY LOAD-IN: 6:30 AM

COFFEE AND BREAKFAST AVAILABLE AT 7:30AM

ARTIST CHECK-IN: Upstairs at the information table in front of the Edna Carlsten Gallery on the second floor.

Please pick up your artist packet and sign up for a booth sitter if needed.

PARKING: Please do not park your vehicle in Parking Lot E during the event. Move your vehicle to Parking Lot R on Portage Street, across the street from the NFAC, after load-in to keep spots open for guest parking. All parking is free.

STORAGE: We encourage a neat and tidy booth. If you need more storage room for packaging materials and boxes then your booth allows please store these materials in the Artist Lounge on the second floor.

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ARTIST LOUNGE: This is located behind the Edna Carlsten Gallery in Room 290.

- Coffee and breakfast will be available at 7:30am.
- Complimentary Box lunch will be delivered to your booth between Noon-1pm.
- Snacks and beverages will be available from 11:30am-2pm.
- The lounge will close at 2pm for clean-up. Adjoining kitchen will be available for snacks until 4pm.

LIGHTING: Electrical hook ups are available for every space but please bring an extension cord. Please plug in your lights as soon as you can to make sure there are no problems. Our hired electrician will be available only from 8:30-10:30am. Wattage is limited to 500W.

ART RAFFLE: If you are participating in the Art Raffle, please take your donation piece to the art raffle table upstairs by the Carlsten Gallery by 9am . Your donation is greatly appreciated in helping fund awards for local fine art students. The FoA is a non-profit organization and your donation is tax-deductible.

SALES TAX IS 5.5%. We are in Portage County. Artists are responsible for collection and reporting sales tax.

Wi-Fi: Artists may connect to the guest wireless network. This is not a secure connection and should not be used for credit card transactions.

- Select **UWSP_Unsecured_Guest** from the list of available networks.
- Click **Connect**
- Attempt to navigate to any website
- You will be redirected to the UWSP Guest Wireless Log on page
- Enter a non-UWSP email address
- Click Connect and you should be connected.

AWARDS: Judge is sculptor Gene Reineking.

Awards are based on overall quality, not by category: one-Best of Show (\$300) ▪ five- Awards of Excellence (\$100).
All money transactions are managed through the Community Foundation of Central WI. W-9 is required from all winners to receive award check. Checks will mailed to award winners 2 weeks after event.

SOCIAL MEDIA: Please like us on Facebook. www.Facebook.com/StevensPointFoA/.com ▪ @StevensPointFoA
Instagram: [FestivaloftheArtsStevensPoint](https://www.instagram.com/FestivaloftheArtsStevensPoint) ▪ #PointFoA2019 ▪ #StevensPointFoA ▪ #FoA2019
▪ A digital postcard (pdf and jpeg format) is emailed to artists to help promote our event.

SURVEY: Please fill out the artist survey. We will collect surveys at 3:30, and in trade the artist will receive a sweet treat.

SUNDAY TAKE-DOWN: Starts at 4PM

ATTENTION ARTISTS: The freight elevator on Portage Street CANNOT be used from 1:30-4:30PM on Sunday April 7, so as to not disrupt the theater performance held during that time in the NFAC.
The elevator near Parking Lot E on Isadore St. will be available during that time.

2020 DATE: The 2020 Festival of the Arts date will be announced on Facebook and our website later this summer