

philagrafika



LOGISTICS FOR OPEN PORTFOLIO: POST West of Broad Street weekend, Saturday and Sunday OCTOBER 27 and 28.

Below are the details for arriving, set-up, and a summary of the info from the first communication with details. Your fee for the event covered the cost of the marketing materials and labor. Volunteers to help us all have been gathered from all our organizations. The facilities and equipment have been donated by Solutions for Progress. As this is our first year of OPEN PORTFOLIO, it is sure to be hectic. Please abide by the following instructions and guidelines, and be mindful of our gracious hosts.

Please READ THE FOLLOWING CAREFULLY:

We are all at the SAME LOCATION, regardless of which organization you belong to. That is 728 South Broad Street – west side of Broad between Bainbridge and Fitzwater streets.

UNLOADING:

In order to maintain some level of order to the set-up process, we have divided the 37 artists into three groups. Your times will be assigned by lottery, (those who get the earliest arrival times Saturday will be offered the earliest get-out times after 6pm Sunday).

Group A: Arrive between 9:00 am and 9:40 am

Group B: Arrive between 9:45 am and 10:30 am

Group C: Arrive between 10:45 am and 11:30 am (obviously, arriving during the earlier part of that time frame would be better).

FOR DELIVERY: Solutions for Progress and Philagrafika are located on the west side of Broad St, between Bainbridge and Fitzwater Streets. The building is set back from the street across a small gravel lot. The lot at 728 South Broad can be used **ONLY** during delivery and take-down. You will have to move your vehicle out of the lot once you have finished unloading.

You will have two options to unload:

Option 1: Pull up vehicles temporarily **ON BROAD ST.** in front of 728 Broad Street, to carry materials to building through parking lot (the lot is about 50 feet to building). This is probably the simplest option. ***Vehicles may not enter the parking lot from Broad Street***

Option 2: ENTER THE 728 LOT from Pemberton Street, VIA 15th STREET (a small one-way street which looks like an alley; and heads south). Pemberton is just past the construction site on the corner of 15th and Bainbridge. Turn LEFT into the narrow street/alley -- this is Pemberton. Go around the corner to the front of the 728 building, where you can park and unload. There is an entrance ramp and the doors will be open during set up.

NOTE: Other artists will be arriving at the same time, so you need to unload and move your car quickly so the cars don't stack up in a log-jam in the alley.

Once in the building, we will greet you and direct you to your allotted space. There is an elevator and there are stairs to the upper floors. The elevator is slow, and not big, and does not tolerate abuse, so please do not overload it. The second floor is off limits.

PARKING: Saturday and Sunday street parking is readily available. The BACK of the parking lot at Duron Paints, next to our building, is available both days. The entire Duron lot is available on Sunday. Do not park in the front of the lot on Saturday. Please respect our neighbors! Duron spaces are first come, first served.

Your TABLE LOCATION is assigned by lottery. There will be a map and your number will be indicated on the floor. You get the same location both days. You are responsible for providing coverage at your station.

You may arrange your space as you like, but it is important to keep good viewing space and an unobstructed path for the tons of patrons we hope to attract! Philagrafika volunteers will help you organize this as efficiently as possible.

SECURITY will be provided for the building and floors. You may leave your stuff overnight; there should be no problem. However, you do so at YOUR OWN RISK.

PROPERTY PASSES will be provided to you to give to customers for sold works. They will need a property pass to get out of the building with artwork.

OUTLETS: There are numerous outlets in the building, but you will need to bring YOUR OWN extension cord, 6-8 feet.

TIMES: It is important to stay through 6 pm each day for our viewing public.

Thanks for joining us. Good luck – and we are looking forward to a great weekend.