

Bellevue Festival of the Arts - Artists Frequently Asked Questions

Festival Address - 10300 NE 8th St Bellevue WA 98004

Artist Parking – Bellevue Christian High School: 1601 98th Ave NE, 98004

How does Thursday eve load-in work?

Set-up begins Thursday evening at 6:30pm.

Due to strict city regulations and rush hour traffic, we need artists to wait in a staging area before driving onto the festival site.

We will have on-site coordinators in your parking area. They will let you know when to drive down to your booth area. Please be sure to bring this information and the load-in directions with you. The same system applies for Sunday night load-out, except that you will need to take down and pack up your booth before you can retrieve your vehicle.

1 Come to the Staging Area/Artist Parking at Bellevue Christian High School, 1601 98th Ave NE. Arrive here at your assigned time in your specific area of the parking lot. If you cannot make your assigned time, let us know ahead or know that you may have to wait to unload at a later time.

2 When instructed, take your entry pass and drive to the festival site. You will be told which driveway to enter and which to exit. You must show your entry pass to enter the site.

3 Show entry pass at driveway. Do not block the street at any time. If for some reason it is blocked and you are waved on, please circle the area and come back. Traffic on site is one way.

4 Unload within 30 minutes and drive back to the staging parking lot. If you know that you absolutely cannot do this within 30 minutes contact us as soon as possible so we can work with you ahead of time to figure something out.

5 Park your vehicle and catch the little yellow school bus shuttle back to the fair site to set up your booth.

6 Catch the shuttle back to the parking lot. Thank you and have a wonderful show!

Our staff and volunteers are aware of the load-in/load-out procedure and are working to make this as efficient and seamless as possible. We have given our best thought to determine load-in times and sincerely hope that you will not have to wait long. Please let us know ahead if you have any special considerations or need any help. Your partnership with the staff & volunteers is greatly appreciated and necessary to make this a success. Your cooperation is greatly appreciated and will be taken into consideration for future invites. We welcome feedback and suggestions.

Where can I park my vehicle while waiting to load in?

You can use the artist parking lot. A shuttle is available to return you to the site to finish your booth set up.

We must have your vehicle description and license number. Please phone 206-363-2048 or email info@bellevuefest.org this info if you haven't sent it.

Where can I park my vehicle after unloading while I'm setting up my booth?

Staging Area/Artist Parking at Bellevue Christian High School, 1601 98th Ave NE.

Where is the Info booth? In front of Porcello Jewelers. Please check in Thursday eve or Friday am. Artists can pick up their information packets including name tags and booth signs. Sign up for booth sitting.

Info booth hours are:

Thursday – 6pm – 10pm
Friday – 8am – 8pm
Saturday – 10am – 8pm
Sunday – 10am – 6pm

What are the festival hours? Fri and Sat 10 – 8 and Sun 10 - 6

Can I load in on Friday morning? Yes, a few people may with prior permission, although parking will be very limited. Please phone ahead of time or check with a staff member to be sure there will be space. Load-in must be completed and vehicles must leave the grounds no later than 8:15am Friday.

[10] Who is on the jury?

Artists and craftspeople from the community view artists' photo submissions in March. During the festival, there is also a jury of staff, volunteers and artists who select artists for invitation the following year. These artists are able to forego the jury process.

What is a UBI number? UBI stands for Unified Business Identifier. You may see or hear it referred to as a "registration number", "DOR reporting number", "tax registration account number," or "resale number." All vendors are required to have a valid Washington state tax number to sell items at the fair. To register or to re open your temporary account call 206 956 3444, 1 800 647 7706, mail rosep@dor.wa.gov or [Click here](#) .

How much is the Washington sales tax? 9.5%

Where can our customers park?

There are numerous paid parking lots in down town Bellevue
There are 3 nearby Metro park and ride lots.
South Bellevue (Bellevue Way SE and 112th Ave SE)
South Kirkland (108th Ave NE and NE 38th Place)
Houghton (I-405 and NE 70th Place)

What is the \$15 Special Events Fee?

The city charges each vendor a \$5 a day fee for special events. We are required to collect and pay that for each artist and vendor.

Where are the closest ATM's?

Sea First in QFC on 102nd, west of us.
Bank of America and Wa Mu on NE 8th and 106th, east of us
Inside Bellevue Square by Cinnabon