

Set-up Information

Set-up and load-in Information specific to each artist is included in the artist info packet which is mailed out the end of April.

Set-up will begin 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 will apply 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 lot 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.

info@bellevuefest.org

An arts and crafts fair to benefit the community
Proceeds donated to local and global charities