

BOOTH SETUP GUIDELINES

Artist Arrival & Parking

- Follow signs at Meridian Community Centre to the North Loading Doors (Friday, 9am – 5 pm).
- Pick up your Welcome Package to find your booth location.
- After unloading your art and supplies, immediately move your vehicle to the Artist parking lot, so others can access the loading doors.
- Volunteers will be available to help and answer questions.

Booth Assignment & Labels

- Booths are assigned by Festival Staff.
- You will receive:
 - Booth signage with your name & number
 - Artist & Assistant name badges
 - Pelham Art Festival label tags for artwork
 - A special tag for your *Theme of the Year* piece
- Optional: you may choose to print Artwork label tags on business card sheets in advance by emailing: pelhamartfest@gmail.com.

Booth Setup

- Standard booth: 8' x 8', with two 8' x 6' pegboard panels.
- Extended booth: three 8' panels.
- Double booth: four 8' panels (16' wide).
- Displays (racks, easels, portfolios, cases, bases) must be professional, fit within your booth, and not block aisles or neighbours' booths.
- Artists may bring a small table, chair, or area rug as long as these stay within the booth.
- Personal booth signs are allowed up to 16" x 20".

Lighting Requirements

- **Every artist must provide their own LED booth lighting bright enough to show art in dimly lit arena.** Overhead arena lights will be dimmed or off during the show.
- Bring a 50-100' three-prong extension cord to connect to central electrical panels and a stepladder to set up your lights
- Use clamps, track lights, or prepared holes in booth-top boards.
- Do not drill into pegboards. Remove all tape, tack, staples, etc. at teardown.
- Only LED bulbs are permitted.
- Booth lighting must be ready by Friday 4 PM for inspection.
- See [Lighting Guidelines](#) for more details.

Pegboard Details

- Panels are ¼" thick with ¼" diameter holes.
- Use ¼" pegboard hooks.
- Hooks can usually be purchased at local hardware stores.

Festival Hours & Artist Presence

- **Artists must be present** during all public hours. This is not a gallery-style event, visitors expect to meet the artist.
- You may bring a friend, family member, or colleague to assist.
- Volunteer booth-minders are available for short breaks.

Festival Public Hours:

- Friday Opening: **7 PM – 10 PM**
- Saturday: **10 AM – 5 PM**
- Sunday: **10 AM – 4 PM**

Note: The arena can be cool due to the shared cooling system—bring a sweater or jacket.

Conduct & Compliance

- Artists and guests must follow all safety rules and festival regulations.
- Professional conduct is expected at all times.
- The committee reserves the right to enforce compliance for the smooth running of the event.