

PELHAM ART FESTIVAL BOOTH SETUP GUIDELINES

Artist Arrival & Parking

- Follow signs at Meridian Community Centre to the North Loading Doors. Artist unloading is available Friday from 9:00am to 4:00pm.
- Your assigned booth location will be provided before the show. Upon arrival, pick up your Welcome Package and proceed to your assigned booth.
- After unloading, promptly move your vehicle to the designated artist parking lot.

Booth Assignment & Labels

- Booths are assigned by festival staff. Your Welcome Package includes booth signage, artist and assistant name badges, artwork labels, and a special tag for Theme of the Year.
- To arrange for artwork labels to be printed in advance, email artists@pelhamartfestival.com

Booth Setup & Dimensions

- Standard booth: 8 ft × 8 ft, with two pegboard panels, each 8 ft wide × 6 ft high.
- Extended booth: three pegboard panels.
- Double booth: 16 ft wide, with four pegboard panels.
- Pegboards begin approximately 1 ft above the floor; total booth wall height is approximately 7 ft.
- Keep all displays, racks, easels, cases, furniture, and artwork **within your assigned booth space**. Do not obstruct aisles or neighbouring booths.
- Small tables, area rug, and one chair (two for double booths) are permitted within your booth. Personal booth signs must not exceed 16 × 20 inches.

Lighting & Electrical Safety

- **Artists must provide their own LED lighting.** Arena overhead lights will be dimmed during festival hours.
- Only commercially manufactured lighting fixtures and electrical equipment are permitted. *Homemade or modified equipment is not allowed.*
- Bring a 50–100 ft three-prong extension cord, power bar, and stepladder. Lights attach to the top edge of booth panels; there is no shelf.
- **All lighting must be installed and ready for Electrical Safety Authority (ESA) inspection by Friday at 3:00pm.** Refer to the separate Lighting & Electrical Requirements handout.

Pegboard Details

- Panels are ¼ in thick with ¼ in diameter holes. Bring ¼ in pegboard hooks.
- Do not drill into panels. Remove tape, tacks, staples, and other attachments at teardown.



Pegboard hooks from local hardware store

Festival Hours & Artist Presence

- **Artists must be present** during all public hours. An assistant may provide coverages, and volunteer booth-minders are available for short breaks.
- Festival public hours: Friday 6:30pm – 9:30pm, Saturday 10am – 5pm, Sunday 10am – 4pm.
- **The Accipiter Arena can be cool. 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 festival committee reserves the right to address non-compliance to ensure the safe and smooth operation of the event.

BOOTH SETUP EXAMPLES

These photos from previous Pelham Art Festivals illustrate different ways artists have arranged their artwork, lighting, and displays. They are examples, not required layouts.

All displays and lighting must comply with the booth and electrical requirements.



Please refer to the Booth Zone Map for placement.

BOOTH DIAGRAM & DIMENSIONS

NO SHELF – LIGHTS ATTACH DIRECTLY TO THE TOP EDGE OF THE BOOTH WALLS.

- Pegboard panels on back and one side
- Lighting attaches to the top edge of the panels
- Use a stepladder to position lights above pegboard tops



WALL HEIGHT

Pegboard height: 6 FT

Clear space below pegboard: ~ 1 FT

Total height (floor to top): 7 FT

Please use this measurement when planning your display.

