

Artists in Real Time (ART) – 44th Annual FALL HOME SHOW - November 4 & 5

DIRECT CONTACT: Cynthia Bulaong, cbulaong@gmail.com, 860-304-6214 cell (text plz-no voicemails)

ARTISTS IN REAL TIME: The non-profit umbrella will handle all the contracts and insurance

LOCATION: Connecticut Convention Center, 100 Columbus Boulevard, Hartford, CT 06106

SHOW HOURS: Saturday 10am - 6pm / Sunday 10am – 5pm (Exhibitor access at 8 am both days)

MOVE IN: Friday arrival 2-5pm (closing at 6pm) (No children under 14) (Be in touch for earlier arrival)
Saturday morning set-up beginning at 8am.

MOVE OUT: Sunday 5 – 9pm (All materials must be removed Sunday night but not earlier than 5pm)
The Fire Marshal officially closes the show. No dismantling or removal allowed before 5pm

BOOTH COST: ZERO (A grant and sponsorship partnership between Jenks Productions and ART)

MOVE-IN INSTRUCTIONS: (NO move-in allowed through main entrance)

- At the Loading Dock – ask attendant or pull in an empty slot (notify me pre-event if you need to pull in)
- Enter through the big garage door
- Ask for Cynthia at Check In (State you are an “artist with Cynthia” so you’re not sent to wrong place)
- Bring your own cart or dollies. Do not ask to use CTCC’s or I will be charged

PARKING: Move vehicle promptly. On-site parking available at a discount. Cost \$11. See me for a sticker

- Free street parking or 5-minute walk to Colt lot off Sequassen. (see parking map)

BOOTHS: 10x10’ space with 8’ back and 3’ high side drapes (you can request a double space from me)

You are responsible for display, panels, racks etc. If you are not equipped, consider borrowing or ideas at Home Depot. There are many options, grids, lattice, etc. that you can zip tie so they stand on their own. Pop up 10x10 frames / canopies are allowed. **LIVE PAINTING** is permitted. Bring cards, give-aways, signage etc.

RENTALS: You may bring your own tables, chairs and other display items. Aisles are carpeted but not booths.

Approx \$20 for 6-ft table/ \$5 per chair (deep discount!) (Pay Cynthia directly by cash, Venmo, Zelle)

ELECTRICITY: Drops are \$90 (battery operated lights allowed). The hall is brightly lit. **WIFI:** \$25/day.

EXHIBITOR BADGES: Up to 3 badges for booth staff (see me). Free Guest Passes provided.

SALES & COMMISSION: You are responsible for sales transactions. Ask me about securing a CT Tax #. I will work with you individually regarding a small commission in the area of 10-15%.

SALE of your artwork, prints, greeting cards, custom commissions and related items are encouraged

SECURITY: There is live security. No one is allowed in after closing. You may want to bring coverings for your work and secure smaller work overnight. Three-day insurance is available at actinsurance.com.

CONCESSIONS: Technically there is no eating at your booth. There is food onsite and seating.

WISH I DIDN'T HAVE TO SAY IT: You are a non-paying guest so thanks for being a representative of ART and displaying total respect for Jenks, Demers, CTCC, etc. *Put on a good show and turn to me with issues!*

While speaking to attendees, you are part of ART, producers of Open Studio Hartford, Art in the Park and supporting local artists by offering opportunities to show their work to a variety of audiences.

Sign up at: www.openstudiohartford.com/the-home-show-ctcc-2023