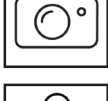
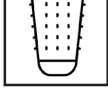




# WELCOME TO BETHESDA'S PREMIERE FALL ARTS EVENT

SEPTEMBER 7-8, 2024  
BETHESDA ROW, MD



## WELCOME!

We look forward to seeing you at the 25th Annual Bethesda Row Arts Festival this September 7-8, 2024. We are so pleased that you are part of our arts family, and look forward to working with you to ensure a smooth registration, setup, and sales process.

## SHOW HOURS

Saturday, September 7, 11:00 am to 6:00 pm  
Sunday, September 8, 10:00 am to 5:00 pm

### ARTISTS MUST ADHERE TO THE SHOW HOUR SCHEDULE AND ATTEND THEIR BOOTHS DURING SHOW HOURS AND CLOSE PROMPTLY

- Load-in begins on Saturday, September 7 at 4:00 am. More information is in this document.
- Load-out begins immediately after the show closes on Sunday, and must be completed by 9:00pm. Artist must promptly begin breaking down and preparing for load out. Streets open to traffic at 9:00pm

## NEW FOR 2024

Revised Layout: **We have added 22 more booths!** Also, because of street closures, street realignments, and a permanent seating area, the show layout is significantly different from past years. Please review new the site plan.

FOR 26 YEARS, BRAF HAS PROMOTED ARTS AND CULTURE TO BETHESDA'S HIGH-END RETAIL DISTRICT

CONTACT US  
JON GANN  
DIRECTOR@BETHESDAROWARTS.ORG  
301-637-5684

# IMPORTANT INFORMATION

You can always find updated information on the ARTISTS PAGE of our web site at [bethesdarowarts.org/forartists](http://bethesdarowarts.org/forartists)



## MARKETING

### SOCIAL MEDIA

We have a strong social media presence on Facebook and Instagram. A majority of this year's marketing efforts are going into social media, including a post on each artist with active social media accounts of their own. Please "like" and "follow" us on these platforms at:

**Facebook:** [facebook.com/BethesdaRowArts](https://facebook.com/BethesdaRowArts)      **@BethesdaRowArts**  
**Instagram:** [instagram.com/BethesdaRowArts](https://instagram.com/BethesdaRowArts)      **@BethesdaRowArts**

Please be sure to include your social media information and website address when completing your booth payment information. We want our audience to reach out to you and share their enthusiasm.

### EXPANDED WEBSITE

We offer a mobile-friendly website where guests can find out more information about each artists, look at photos, and connect via social media.

### PUBLIC RELATIONS

Our public relations team may reach out to you for quotes, to book radio or television appearances, or to gather information they may need to best promote the festival.

## HOSPITALITY

### ARTISTS SERVICES AND RESTROOMS

Snacks and beverages will be distributed throughout the day by our Street Captains. If you need something between the snack runs, contact your Street Captain.

There are three sets of port-a-potties for artists, one located on Bethesda Avenue, one on Elm Street, and one on Woodmont between Montgomery and Hampden.

### BOOTH SITTERS

If you need a break, call or text your Street Captain to arrange for a booth sitter. For insurance reasons, booth sitters are not able to make financial transactions in your behalf. You may instruct them to either hold a patron on site until your return, or will ask the patron to return at a later time.

# MARYLAND SALES TAX

Two weeks before the show, the State Comptroller's office will receive a spreadsheet with your name, address, phone number and email address. Individuals who do not have a permanent Maryland sales tax license are required to obtain a temporary license and collect a 6 percent sales and use tax for sales at various events such as craft shows and fairs. To obtain a temporary license call 410-767-1543. The temporary license lasts for 30 days. The ultimate responsibility to report is your own.

## BOOTH INFORMATION

### ELECTRICITY

There is no electricity at this show, and generators are not allowed. Artists are welcome to use battery-powered lighting.

### BOOTH IDENTIFICATION SIGNS

All booths will be provided with a hanging sign with the artists name, hometown, website (if provided), indication as a new artist, and past jury winner. These signs must be hung in a prominent location for guests to locate you from information on our website. Our jury places stickers on these signs after they have reviewed your booth. Your Street Captain has extra zip ties.

### NO STORAGE

Because we are guests at a very active urban shopping/dinning/entertainment mecca, storage is non-existent at this show, so please plan accordingly. Booths are placed back-to-back, and the sidewalks cannot be used for storage. Anyone violating this rule will first be asked to remove their items; a second violation will result in \$250 fine, and a third violation will result in a permanent ban from the festival. **This is seriously enforced.**

### OVERNIGHT ARTWORK REMOVAL

Please notify your Street Captain if you plan to remove your artwork Saturday night to arrange a set load-out time. You may not drive up to your booth without an assigned time. Artists leave artwork in their booth at their own risk. **PLEASE NOTE: while BRAF provides 24-hour police security at this show, the festival does not accept liability for loss/theft/damage.**

### TENT WEIGHTS

All tents must be weighted. No stakes, drilling into the street, or tying down to Bethesda Row property is allowed. You must have four (4) weights on your tent, with a minimum of 40 pounds each. **WIND IS AN ISSUE.** If you do not bring enough weights, you will be asked to remove your tent and/or leave the show. Because of insurance issues, we are unable to supply weights without a full tent rental.

### RAIN OR SHINE

As your application guidelines indicate, the show is held rain or shine. We monitor for inclement weather, and the show will close early if the in our sole judgement, weather is considered potentially dangerous.

## RENTED BOOTHS

<https://bit.ly/braftentsample> The walls and ceiling are opaque. Depending on setup, the concrete block weights may reside inside your tent. Tents are supplied with two 6' tables and 2 chairs. They are fully weighted. We highly recommend bringing a small step ladder to open close your tent before/after the show. BRAF staff is not available nor allowed to assist with the opening or closing of your tent.

## THE JURY PROCESS

### BEST OF SHOW JUDGING

Begins at 11:00 a.m. on Saturday. Judges will stop by your booth and will leave behind different colored stickers on your booth space sign. Place the provided booth sign on the outside entrance of your tent — the jury will not judge any tent that does not display the booth sign. If for some reason you did not speak with a judge or a colored sticker was not left on your booth sign, please notify your Street Captain.

### BEST OF SHOW AWARDS & CERTIFICATES

Certificates will be awarded first thing in the morning on Sunday. Best of Show will receive \$2,500, Second Place will receive \$1,500 and Third Place will receive \$1,000, Category Winners will receive \$50. Award winners will be jury exempt and receive preference for corner booth requests in 2024.

## LOAD-IN PROCEDURE

*(updated August 15, 2024)*

**All load-in times are scheduled, with the first wave beginning at 4:00am.  
Load-in times are listed on the web page [bethesdarowarts.org/forartists](http://bethesdarowarts.org/forartists)**

You may DOLLY in your booth beginning at 4:00am. BEFORE bringing items into the show area, you must check in with for your Street Captain to obtain your information packet. Do not set up until you have spoken to your Street Captain.

### LOAD IN TIMES AND POSITIONS

Please check the website [bethesdarowarts.org/forartists](http://bethesdarowarts.org/forartists) for the latest information. Everyone has been assigned a LOAD-IN TIME and a POSITION ORDER.

- We will bring vehicles in by POSITION ORDER (A, B, C, AA, BB, CC) as indicated
- Please arrive at your ENTRY POINT before your load-in time.
  - We recommend that if your position order is A, B, C, or D — arrive 15 minutes early;
  - E, F, G or H — arrive 10 minutes early,
  - J, K L, M — arrive 5 minutes early.
  - N, O, P, Q, R — arrive at the appointed time
  - We will start allowing cars into the show area after it has been cleared from the previous group, so please arrive on time.

## **YOU MAY ONLY LOAD IN AT THE TIME ASSIGNED TO YOU.**

If you are late, we will attempt to accommodate you at a time that fits into the tight schedule. If you are too early, you may be turned away.

**On entering the show site, FIRST check-in with your Street Captain (wearing yellow safety vests), who will hand out your show badges, site driving permit, booth identification sign, and other items.**

### **➡ ENTRY POINTS FOR S1-S1165, B1-63, N18-N39**

#### **BOOTHS ON BETHESDA AVENUE AND WOODMONT AVENUE SOUTH**

Cars enter through the intersection of Bethesda Avenue and Woodmont Ave. If using a GPS device, set the address to 4750 Bethesda Ave., Bethesda, MD 20814. Please line up on Bethesda Avenue -- not Woodmont Avenue.

### **➡ ENTRY POINT FOR E1-E147**

#### **BOOTHS ON ELM STREET**

Cars enter from corner of Elm Street and Arlington Road. If using GPS device, set the address to 4965 Elm St., Bethesda, MD 20184

### **➡ ENTRY POINT FOR N1-N17**

#### **WOODMONT AVENUE NORTH (ONLY)**

The entry point is the corner of Montgomery Lane and Woodmont Avenue. If using a GPS device, set the address to 4806 Montgomery Lane, Bethesda, MD 20814

**Artists must unload their contents and promptly remove their vehicles prior to booth setup to allow access for other artists/partners** — this is an essential courtesy, and is key to smooth festival operation.

### **YOU HAVE 45 MINUTES — DRIVE IN, DROP OFF, DRIVE OUT, PARK, RETURN TO SET UP.**

**ALL VEHICLES MUST MOVE OUT BY THE :45 MINUTE MARK (Woodmont and Elm)  
or :15 MINUTE MARK (Bethesda).**

If your load-in time is 4:00, you should be ready to drive off-site at 4:45, etc.

Anyone storing or placing items in the tree containers, flower beds, sidewalks, bike lanes, or curbs will be fined \$250 and payment will be taken during the show. Be respectful of your surroundings. For booths backing onto the bike lanes: while the streets are closed, please take caution when entering the lanes.

**All vehicles must be off-site by 9:30am.**

**Booth set-up must be completed by 10:30am on Saturday, and 9:30am on Sunday.**

## **VEHICLE PARKING**

**Only trailers and RVs will be offered parking permits for parking at Bethesda Elementary School** (7600 Arlington Road). Access to this lot begins Saturday morning at 4:00am. We do not have legal access to the lot before that time, but there is usually no enforcement on Friday night. We are not responsible if you receive a ticket on Friday night.



All other vehicles, including Sprinters, vans, and cars, must be parked elsewhere. A list of county-run parking lots is online at [bit.ly/braf-parking](https://bit.ly/braf-parking). The parking lots closest to the event are Capital Crescent (Garage 31, underground), Farm Women's Market (Lot 24, surface lot), Metropolitan Garage (Garage 49), and Leland Street (Lot 10, surface lot).

**No one is allowed to park in the county garage between Bethesda Avenue and Elm Street. If you are found parking in this lot, you will be towed and not invited back to the show.**

## LOAD-OUT PROCEDURE

**You may not bring your vehicle to the booth location until your booth has been completely broken down and is ready to quickly load -- and you have a load-out pass from your Street Captain.**

- Please close your booth promptly at 5:00pm.
- Do not close early, and do not extend your hours.
- Breaking down before 5:00pm will result in not being invited back to the show.
- **Once your booth is completely broken down, please check out with your Street Captain.** Entrance passes to bring in your vehicle will be provided with an assigned load-out time. We actively manage the site to balance site access with existing traffic. We want to get you on the road as quickly as possible, but you may have to wait up to 90 minutes for a load-out time.
- **No vehicles will be allowed onto the show site without a load-out pass.**
- The streets open to the public at 8:00pm. It is imperative that you are off site by that time.

Your patience is greatly appreciated, we know what we are doing, these are tight urban quarters, and we are all working together as a team.

*Revised August 15, 2024  
All previous versions are rescinded*