

Saratoga Rotary Art Show

Saturday, April 30th Set Up Instructions

Welcome to the 55th Saratoga Rotary Art Show. We are proud to have you as an exhibiting Artist and want to do all we can to make sure you have a successful Show!

Set Up Time: Between 11:00 AM to 5:00 PM (Allow one hour minimum)

Location: West Valley College, 14000 Fruitvale Ave., Saratoga CA 95070

Questions and Information on Saturday or Sunday: (408) 741-2592

****Many spaces are located on grass. Some spaces are slightly sloped, contain minor surface tree roots, and uneven grass surfaces. Please be prepared to shim shelves and level panels to adjust for these conditions. Due to the presence of an underground irrigation system, no stakes are allowed as a means of securing canopies, displays, signs, etc. Please plan on using above ground weight systems such as water bottles, cement weights, or sand bags to secure your booth and displays.****

Saturday Equipment Set Up

Anytime between 11:00 AM to 5:00 PM

- All Artists must check in at Artists' Headquarters and pick up their packet and a parking permit (Please let Art Show Staff know if you need minimal help setting up. We do not have the staff to provide extensive setup assistance.
- Set up canopy, equipment and displays
 - 1) All spaces are 10' x 10' (double spaces are 20' wide by 10' depth). Please be sure that all displays, equipment, signage and artwork fit within this space.
 - 2) Vehicles must remain on paved roads. Please do not drive on the grass or walkways.
 - 3) Please do not use stakes. No chairs or electricity are available
 - 4) Please remove all trash and packing materials and take it with you.
 - 5) Attend Informational "Boot Camp" (see below).
 - 6) Saratoga Rotary Art Show and West Valley College are not responsible for loss or damage to art left at the show site overnight or at any time during the Show.

Informational "Boot Camp"

At 11:30 AM and again at 3:30 PM the Saratoga Rotary is offering an opportunity to get a complete overview of Sunday's Show and ask any questions that you might have. This is a great opportunity for new artists and a great review for all!

Overnight Parking

If you chose to park overnight on the West Valley Campus (this includes RV's), please park in the front lot (Parking Lot #5). You must display a parking permit and move your vehicle to the Allendale side lot (Parking Lot #1) by 7:45 AM on Sunday. Please note: No Parties and No BBQ's will be allowed on the West Valley Campus or Parking Lots. Open Restrooms are located in the back right corner of the Business Building.

Lodging Options

The Saratoga Inn (408) 867-5020

Los Gatos Lodge (408) 354-3300

Sanborn Park Hostel (408) 741-9555

Best Western Santa Clara (408) 244-3366

La Hacienda Inn (408)354-9230

Saratoga Oaks Lodge (408) 867-3307

Saratoga Springs Campground (408) 867-9999

Motel 6 Campbell (408) 371-7218

Saratoga Rotary Art Show

Sunday, May 1st Instructions

Thank you for exhibiting your talent at this year's Art Show. We're pleased to have you with us and want to do all we can to make sure you have a successful Show.

Questions and Information - Please find an Art Show Staff person or call (408)741-2592
Additional Invoices - Please call (408) 741-4099 or ask for help at a cash booth

Sunday Schedule

Arrival times for setting up artwork:

- Even Numbered Spaces 6:00 AM to 7:00 AM
- Odd Numbered Spaces 7:15 AM to 8:15 AM

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Guidelines

- Please check in at the Artists' Headquarters and pick up your packet prior to unloading artwork (please let Staff know if you need assistance unloading. Due to liability, Art Show Staff is not permitted to handle artwork).
- Vehicles must remain on paved roads at all times, do not drive on the grass or walkways.
- All spaces are 10' x 10' (double spaces are 20' wide by 10' depth). Please be sure that all displays, equipment, signage and artwork fit within this space.
- Vehicles must be unloaded, off Show site and parked in lot #1 by no later than 8:15 AM.
- Please remember to fill out your Parking Pass and leave it clearly visible in your car.
- If you ordered tables and they are not at your space, please let Staff know.
- Chairs and electricity are not available.
- Please remove all trash and packing material.
- Please display "name and space #" sign in your space.
- Please wear badges throughout the Show.

Food and Beverages

- 7:45 AM to 8:30 AM – Coffee, juice and pastries will be delivered to your space.
- 11:30 AM to 12:30 PM – Lunch will be delivered to your space.
- 1:00 PM to 4:00 PM – Water and drinks will be delivered to your space.

Artists' Relations and Hospitality

- Artists' Headquarters – Saratoga Rotary's Artists' Headquarters is located near the car raffle. Please drop by and take a break.
- If you need a break, Rotarians will be available to watch your space. Call (408) 741-2592.
- You will be receiving a short questionnaire on ideas to improve the show. Please take a few minutes to give us your feedback. Forms will be collected before the end of the show.

Tear Down

- Please do not tear down before 5:00 PM.
- Please remove trash, packing materials, etc. so that the campus will be ready for students.