



Schlafly Beer Art Outside 2023 Exhibitor Information

Your Booth# & Load-In Time is at the End of this Document

Dear Art Outside Exhibitor:

Thank you for participating in the 2023 Schlafly Art Outside alternative art fair! Art Outside celebrates all things local and we couldn't be more excited to have you participate. As a reminder, Art Outside hours are:

- **Friday, September 8th, 2023 from 5pm-9pm**
- **Saturday, September 9th, 2023 from 11am-9pm**
- **Sunday, September 10th, 2023 from 11am-4pm**

Please read through the following information carefully. **Pay close attention to 'Check-In & Set-Up', as this is where most confusion and frustration can be avoided if followed as outlined.**



CHECK-IN PROCESS

The 2023 Schlafly Art Outside Festival will take place in Maplewood, Missouri at Schlafly Bottleworks 7260 Southwest Ave, St. Louis, MO 63143

- **A.** Enter the fairgrounds from the **East end of Southwest Ave. near Bellevue** (there is a red State Farm Insurance sign on the opposite corner).
- **B.** Check-in at the information tent when you arrive to receive:
 - Directions/Guidance to Booth Location
 - Exhibitor Badge (Please keep with you throughout the weekend)
 - Voucher Card
 - "Reminders" Cheat Sheet



BOOTH SET-UP

- **A.** All Exhibitors must unload and set up between 10am and 3pm on Friday, September 8th. **Set up will be broken down into sections, depending on where your booth is located. This is the window when your car can be on the lot to unload.** If you need more time to set up, you are welcome to park elsewhere and cart in your items. However, your car can only come on the lot during these assigned windows. SEE BELOW FOR TIME FRAME FOR UNLOADING:
 - **1. 10am-11am:**
 - a) Booths 107, 108, 109, 117, 118, 119
 - b) Booths 207, 208, 209, 210, 211, 212
 - c) Booths 307, 308, 309, 310, 311, 312
 - d) Booths 401, 402, 403, 404, 405, 406
 - **2. 11am-12pm:**
 - a) Booths 104, 105, 106, 113, 114, 115, 116
 - b) Booths 204, 205, 206, 213, 214, 215, 216
 - c) Booths 304, 305, 306, 313, 314, 315, 316
 - **3. 12pm-1pm:**
 - a) Booths 101, 102, 103, 110, 111, 112
 - b) Booths 201, 202, 203, 217, 218, 219
 - c) Booths 301, 302, 303, 317, 318, 319
- **B.** Vehicle Access:
 - Enter the fairgrounds from the **East end of Southwest Ave near Bellevue.**
 - Artists are to bring one vehicle on the lot at a time & only keep it there to unload.
 - **Once on lot, please quickly UNLOAD ONLY.** Then you should find a place to park and come back to set-up.
 - Artists will not be allowed to leave cars on the lot while setting up their booths.
 - Artists **MAY NOT USE** the lots across from Schlafly Bottleworks for loading/unloading. You will be asked to move by us or those business and possibly towed at your expense.
- **C.** Please Note:
 - You **MUST** arrive within your allotted hour to guarantee prompt car access on the lot.
 - **Artists will not be allowed to enter or remain on the lot prior to their designated window time.**
 - **No exhibitors will be allowed to enter the lot or street to unload and set up before 10:00am or after 3:00pm.**
 - We encourage you to bring another person to help unload your vehicle in a timely manner.



TENT REQUIREMENTS

- **A. Signage:**
 - Exhibitors may display signage within their booth space.
- **B. Tent Specifics**
 - Tents must be a white 10' x 10' tent with four sides so that it can be secured on Friday and Saturday night.
 - Each booth is required to have four tent weights **WEIGHING AT LEAST 50LBS EACH** (no stakes allowed)
 - Artists are responsible for installation and breakdown of own booth.
 - Artist must provide own tents, weights, displays, walls for hanging art, and lighting.
- **C. Inspections:**
 - Tent inspections will begin at 4pm.
 - Booths will not be allowed to open if they do not have the below requirements:
 - **Four (4) tent weights, weighing at least 50lbs each**
 - **Weights must be properly and securely tied to tent legs**
 - **No staking of tents allowed**
- **D. Lighting:**
 - One (1) electrical outlet per booth space will be provided.
 - Exhibitors are required to use LED lightbulbs, registers/credit card machines only
 - Exhibitors are responsible for providing lighting, extension cords, power strips, clip lights, etc.

SALES & TAX INFORMATION

- **A.** Missouri statutes require that any business or person making retail sales in the State of Missouri must collect sales tax. All exhibitors are required to collect and report tax on merchandise sold at the fair.
- **B.** Upon check-in you will receive the Missouri Tax Report forms and a sales tax chart.
 - Art Outside is required to provide the Missouri Department of Revenue the names and addresses of all participants of the fair.
 - Your tax report and payment are due to the State of Missouri by the date printed on your Missouri Tax Report form.
 - Forms and tax rates (9.488%) can also be found online via <http://dor.mo.gov/forms/2643S.pdf>



PARKING

- **A.** Only one vehicle per exhibitor will be allowed on the lot to unload/load (entrance noted by red star and arrow on picture below).
- **B.** Artists **MAY NOT PARK** in the lots across from Schlafly Bottleworks. Your car will be towed at owner's expense if you park in this area.
- **C.** Artists **MAY NOT PARK** in the lots across from Schlafly Bottleworks when LOADING/UNLOADING. Your car will be towed at owner's expense if you park in this area.
- **D. Public Parking Options**
 - **Marietta Lot** – located at Marshall & Marietta, South of Manchester (see large green box below)
 - **Bellevue Lot** – located at corner of Bellevue & Manchester (see smaller green box below)
 - **Street Parking** (Please be respectful of our neighbors)



Please **check-in and enter** at the east entrance on Southwest Avenue.



EVENT SERVICES

- **A. Security**
 - Maplewood Police will be monitoring the lot & Southwest Ave. from 10pm-8am both Friday and Saturday nights.
 - If you have concerns about the safety of your artwork, we suggest you take valuable pieces home. While we will have security, The Saint Louis Brewery LLC (Schlafly Beer) is not responsible for theft or damage of booths/work.
- **B. Food & Beverage**
 - All Artists will receive (2) two voucher cards - one for the artist and 1 guest.
 - Voucher cards are only redeemable at outside food/beverage tents during festival hours.
 - Four (4) ½ price meals
 - Eight (8) free beer/soda/water
- **C. Prizes**
 - The art fair is not juried this year. There will be no prizes awarded.

BOOTH BREAKDOWN

- **A.** The fair will close promptly at 4:00pm on Sunday with staff encouraging visitors to leave the premises so tear-down can begin.
- **B.** Exhibitors may not tear down before the festival ends at 4:00 pm on Sunday.
- **C.** We will allow as many vehicles on the lot as we deem safe at the time. While we understand that everyone will be tired and eager to vacate the premises, please exercise patience and caution and follow the directions of traffic staff and the teardown coordinators.
- **D.** Exhibitors must have booth completely broken down on off the street/lot by 7:00pm on Sunday.
- **E.** Exhibitors are responsible for clean up of all booth displays, including the removal of trash.
 - Please do not leave zip ties, rope, tape, signage, or any other trash on the lot or street
 - If trash is left in your booth area, we will not consider you an option for future Art Outside.

L Name	F Name	Booth #	LOAD-IN TIME
Avondet	Natalie	311	10am-11am
Bodus	Joseph	405	10am-11am
Breen	Felicia	305	11am-12pm
Brown	Neil	208	10am-11am
Chounard	Mollie	403	10am-11am
Clark	Scott	207	10am-11am
Crisman	Lisa	308	10am-11am
Cummins	Annette	204	11am-12pm
Davidson	Liz	112	12pm-1pm
Day	Sherry	116	11am-12pm
Everding	Jamie	313	10am-11am
Frank	Michelle	115	11am-12pm
Frye	Tim	219	12pm-1pm
Gilmore	Rob	105	11am-12pm
Gobby	Stephanie	401	10am-11am
Golden Gems	Lo	108	10am-11am
Gonzalez	Sadoth	215	11am-12pm
Gray	Erin	109	10am-11am
Gray-Swain	Amanda	210	10am-11am
Groaning	Kalika	316	11am-12pm
Guss	Jen	113	11am-12pm
Hampton	Melissa	306	11am-12pm
Hasty	David	303	12pm-1pm
Hemminghaus	Matthew	118	10am-11am
Herrera	Manuel	203	12pm-1pm
Hose	Cindy	315	11am-12pm
Hurd	Mark	114	11am-12pm
Kauffman	Jared	406	10am-11am
Koch	Amy	102	12pm-1pm
Koller	Ian	202	12pm-1pm
Kolpakov	Jodi	205	11am-12pm
Kuess	Leslie	304	11am-12pm
Kuhl	Judy	213	10am-11am
Larimore	Cindy	212	10am-11am
Liu	Jimmy	111	12pm-1pm
Menendez	Marcia	302	12pm-1pm
Minks	Ashley	317	11am-12pm
Minner	Dennis	310	10am-11am

Mosley	Jim	211	10am-11am
Muhm	Janet	402	10am-11am
Nall	Lauren	103	12pm-1pm
Nihira	Nick	206	11am-12pm
Norfleet Bruen	Allison	218	12pm-1pm
Patton	Dave	214	11am-12pm
Pierce	Tucker	117	10am-11am
Plurad	Michael	314	11am-12pm
Quiroz	Sara	106	11am-12pm
Riley	April	101	12pm-1pm
Rola	Andrew	318	12pm-1pm
Rye	Annie	217	11am-12pm
Scheibelhut	Tony	307	10am-11am
Schnur	Arthur (Bill)	404	10am-11am
Schoenrock	Jessie	104	11am-12pm
Snyder	Dan	319	12pm-1pm
Staaby	Svein	209	10am-11am
Taeoalii	Tai	119	10am-11am
Thompson	Dayton	107	10am-11am
Trinklein	Paul	201	12pm-1pm
Tyrrell	Virgene	301	12pm-1pm
Van Mondfrans	Laurie	309	10am-11am
Villadiego	Melissa	110	12pm-1pm
Warren	LaTasha	312	10am-11am
Weinstein	Deborah	216	11am-12pm

ENTER HERE WITH VEHICLE AT
ASSIGNED LOAD-IN TIME
(EAST END OF SOUTHWEST AVE BY BELLVUE)

