



Artist Check-in FFN26 (8.25.26)

Instructions for those helping Artists Check In

Volunteers for Check-in are usually the first people our exhibiting artists meet. You set the tone for our fair and deliver important first information. Stay happy and instill confidence!

Check-In Training

- Volunteers gather at 9:00 at Headquarters Tent
- Read the Check-in training documents online in advance
- Check-in lead will walk or drive (w/golf cart) the fair footprint to learn the entrances and pathways by which artists access their booth spaces

Tent Circle Layout – how to read

On Monday of Fair week, a team of staff and exhibiting artist volunteers mark each booth space of the fair layout, placing colored flags that identify booth spaces

- The FRONT corners of each booth are marked with a colored flag in each corner. There may be painted grass indicating the front corners of their booth.
- The front edge faces the middle aisle
- A white flag with booth number is placed in the middle of their booth space.
- Two flags together identify an end-of-line or corner

During Check-in and Load-in, volunteers will be walking the tent circle, welcoming artists and confirming they have found their correct booth space. They are available to answer other questions or refer artists to someone who can help.

To prepare for first check-in at 9:30

- At 9:15 am, prepare check-in locations. Bring:
 - Crates of Artist Welcome Packets for correct entrance in alphabetical order
 - Artist lists for West and East entrances with load-in times (two copies, each)
 - Parking passes for artists
 - 2 copies of License Plate lists (these stay at the Welcome Tent)
 - Pens or highlighters (for marking license plate list)
 - Check-in Manual (has more reference documents, plus training booklet info)
 - Snacks and a water cooler, if wanted
- Decide who will do what:
 - GREETER: Two people will greet walk-up-only artists checking in, ask names, confirm vehicles onsite, offer reminders and provide Welcome Packets
 - ENTRANCE: One person will be posted at each entrance with security officer to check that artist is at correct load-in location and load-in time. East entrance volunteer will distribute parking passes and the artist's map showing their booth

space. West entrance volunteer will check that artist has already been to Check-In (Welcome Tent) and received map with booth location and parking pass there.

Responsibilities for Check-In Volunteers

♥ Greet exhibiting artists – ask their name (You are the first contact with artists, so we hope you'll stay happy and try to instill confidence with our artists throughout the process)

SCRIPT at WELCOME TENT:

- If an artist arrives BEFORE their Check-In Time slot, they can check-in but they need to be instructed to wait to dolly-in their items onto the lawn until their Check-In Time. If an artist arrives AFTER their Check-In Time slot, they may check-in and dolly-in.
- Review artist Driver's License, proving that is the artist.
- Verify their vehicle type we have on record that that is the vehicle they brought.
- Show Artist Restroom location.
- Breakfast is delivered around the Tent Circle in wheeled carts – Fri to Sun, 8-9:30am.
- If they have a handicap placard or license plate, they may park in HC spots in front of CPAS. Or a couple spaces adjacent for artist parking.
- If they are spending the night in their vehicle/RV/Camper, they are highly encouraged to park at the Police parking lot.
- Offer West Entry artists option to drive to Poston onto 27th to pull up, unload all they would like to and move vehicle back to artist parking. Then they can come back and dolly to booth space, if space is available on 27th to do so.
- Get Welcome Packet in-hand: contains Parking Pass–PLACE IN DASH; General Information Printout(s); Artist Exhibitor Map – With highlighted Booth Number & Location.
- Pull Parking Permit from Welcome Packet for West entry artists; reference example for East entry artists.
 - Show them Exhibitor parking, "which is critically important for this fair." Parking is in short supply in this park, so we will keep all public parking open for the public.
 - Tell them, "you'll need this face up on your dash to load-in, and it stays face up on your dashboard throughout the weekend please"
- Point out booth number on the map.
 - Booth number is preceded by a letter which indicates the interior or exterior of the row. Booths are numbered consecutively around the interior and exterior of rows.
 - Note that their load-in time is under their booth number
 - FYI, artists with OVER-SIZED TRAILERS have been invited to load in early, beginning at 7:00 am. They will have their vehicles removed by 9:30 am.
- Remind them to please **unload within their load-in window and move their vehicles quickly to artist parking.** The time will be announced with a megaphone. This is to make room for others to unload.
- You may also be asked questions by people other than exhibiting artists. These you can refer to staff members, according to who they are (see below).
- *If you have time (if the line is not backed up):*
 - a. Tell artists that volunteers are assigned to confirm their booth space
 - b. Please drive slow, be mindful of others loading in, **SAFETY FIRST!**

For those NOT exhibiting as artists:

You can direct them to the correct staff person once you know if they are:

1. **Food Vendors, Park, Police/Fire, Security, Infrastructure Services**
 - Greet them and ask for their business name.
 - Call the Fair Director (Kim Waag), tell them the name of vendor.
 - Flags identify the booth space of food vendors—show them the area on the map.
 - Contact Kim if you are visited by anyone from Security, Metro Police, Golf Carts, Electrical, Metro Parks, Fire Department, Health Department, Tents Company, Gray Line bus drivers, any emergencies.
2. **Emerging Artists Program Participants (set-up between 9 am - noon)**
 - Greet them and let them know where the Emerging Artists Program Tent is located.
 - Give them their welcome packet and ask them to find their mentor.
 - They have received a layout and other directions prior to today.
 - They should park first, then dolly-in to their tents.
 - Kim Waag Fair Director is their contact.
3. **Sponsors**
 - Greet them.
 - Call Jonathan Harwell-Dye, Executive Director, who will have Welcome Packets and direct them to their booth space.
4. **Community Partners** (Appalachian Center for Craft, Arrowmont School of Arts and Crafts, Cheekwood, The Forge Nashville, The Clay Lady, TAW Tennessee Association of Woodworkers, Mobil Glass Blowing Unit)
 - Greet them and direct them to where their Community Partner booth is on map.
 - These special booth spaces are located across from pathway entrances.
 - Give them their welcome packet or reach out to Trish if you do not have one to give them.
 - Text Trish that they've arrived 615.945.9498.

“Why are some tents already set-up prior to check-in?”

For those who notice that some tents are already set-up prior to the beginning of check-in times, those tents are either

- a. Tents rented by exhibiting artists, set-up by the tent company in advance, or
- b. Tents set-up by the Monday Layout Crew, who receive the benefit of early set-up in exchange for their committed service to the Fair, or were invited to load-in during the morning because of their long vehicle/trailer (to reduce congestion problems during regular load-in).

Other training materials to read:

- Emergencies, History, etc.
- Volunteer Welcome and Orientation
- Online fair page www.tennesseecraft.org/fallfair

- Artist Search binder, where you can access exhibiting artist lists sorted by booth number and medium, review welcome packets materials, and reference past fair's program guides.