



2014 Pittsburgh International Children's Festival BOOTH INSTRUCTION SHEET

**On-site Festival contact: Ateret Reisner, Assistant Operations Manager
443.928.8897 - ateret@flyspaceproductions.com**

FESTIVAL HOURS:

Wednesday, May 14	9:00 am – 2:00 pm
Thursday, May 15	9:00 am – 2:00 pm
Friday, May 16	9:00 am – 6:00 pm
Saturday, May 17	9:00 am – 6:00 pm
Sunday, May 18	9:00 am – 6:00 pm

Please come prepared to keep your booth open for the duration of Festival hours on the days that you are attending. We recommend preparing supplies for approximately 500 children per day.

When you arrive, please call Ateret Reisner at 443.928.8897 to check in. She will greet you, show you your space, and provide you with two credentials. These credentials must be worn at all times and will provide you access to the Volunteer and Hospitality Room located in the Benedum Center Rehearsal Studios. Entrance at 719 Liberty Avenue

UNLOADING INSTRUCTIONS:

- A Loading Zone Permit is included with this email. This must be filled out completely and you must prominently display it on your dash when loading or unloading.
- Cars without a pass or those stopped outside of the designated loading times WILL BE TOWED.
- Loading and Unloading is limited to a maximum of 20 minutes.
- No vehicles will be permitted to drive onto the park grounds.
- One vehicle per group will be permitted in the loading area.
- Loading will only be permitted during the following times:
 - Wednesday, May 15 7:30 am – 8:30 am and 2:00 pm – 3:30 pm
 - Thursday, May 16 7:30 am – 8:30 am and 2:00 pm – 3:30 pm
 - Friday, May 17 7:30 am – 8:30 am and 6:00 pm – 7:30 pm
 - Saturday, May 18 7:30 am – 8:30 am and 6:00 pm – 7:30 pm
 - Sunday, May 19 7:30 am – 8:30 am and 6:00 pm – 7:30 pm

DIRECTIONS TO UNLOADING ZONE:

- The unloading zone is located on 8th Street. Please Enter 8th street from Ft. Duquesne Blvd to unload near your booth.
- Please note the street will be closed for the Festival between the Community Stage and Penn Avenue as well as along Penn Avenue on Saturday and Sunday
- Show the enclosed Loading Zone Permit to a Festival Crew Member and they will let you park.

PARKING:

The Festival does not provide on-site parking. Parking is generally available throughout downtown and we highly recommend using the ParkPGH phone app or going to www.parkpgh.org to locate the nearest available vacant parking space.

DISTRIBUTION OF INFORMATION TO FESTIVAL VISITORS:

Booth hosts are welcome to share information with visitors about the service and/or programs they offer and are encouraged to decorate their booth space accordingly. Printed materials, branded give-aways, etc. are also permitted. Remember that this is an outdoor venue, so please plan to bring paperweights to secure any printed materials that might blow away in the event of wind. **SALES ARE PROHIBITED AT ACTIVITY BOOTHS, NO EXCEPTIONS.**



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PLEASE NOTE:

- All booth signage provided by the Festival remains the property of the Pittsburgh International Children's Festival.
- Electricity is generally not available, unless arranged in advance with the Operations Manager or through the online booth form submission.
- Each group will be provided with a tent (either shared or independent), 1 table and 2 chairs, unless otherwise arranged in advance with the Operations Manager or through the online booth form submission.
- Storage of supplies and materials is not available. Booths must be packed up each evening. No storage space outside of your tent area will be permitted.
- Please keep the Festival grounds safe and clean by properly disposing of all trash generated by your activity.

FOOD:

Food vending will be available on site and light refreshments are also available in the Volunteer and Hospitality Room. You must be wearing your credentials to access this room.

DRIVING DIRECTIONS:

From Points East via I-76 and I-376

Take exit 57 from the PA Turnpike (I-76) to I-376 West toward Pittsburgh. From I-376, take Exit 71A Grant St. Continue on Grant Street for .4 miles. Turn left onto Sixth Avenue. Continue straight onto Seventh St. Turn right onto Ft. Duquesne Blvd. Turn right onto 8th St.

From Points West/North via I-76, I-79, and I-279

Traveling from the west via PA Turnpike (I-76) take Exit 28 Cranberry and follow I-79 South to I-279 South. (exit to the left off I-79.) Follow I-279 to the I-376/Monroeville Exit. Follow I-376 to Ft. Duquesne Blvd exit 1A. Turn right on 8th St from Ft. Duquesne Blvd.

From Points North via I-279, Route 28 and Route 65

Follow signs from I-279, Route 28 or Route 65 to the Parkway East (I-376) East Bound via the Fort Duquesne Bridge toward Monroeville. Take exit 1A toward Ft Duquesne Blvd. Merge onto Ft. Duquesne Blvd. Turn right onto 8th St.

From Points West/Airport via the Fort Pitt Bridge

Travel through the Fort Pitt Tunnel and across the Fort Pitt Bridge. Take Exit 70B toward Ft. Duquesne Blvd. Turn right on 8th Street.

From Points South via Liberty Bridge

Take the Liberty Bridge. Continue onto Crosstown Blvd. Turn Left onto Forbes Avenue. Turn right onto Sixth Avenue. Continue on Sixth Avenue for half a mile. Continue onto Seventh Street. Turn right on Ft. Duquesne Blvd. Turn right onto 8th Street.

Detours and delay updates: www.penndot.com or www.otma-pgh.org/project_sr885/default.aspx

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ACTIVITY BOOTH LOADING ZONE PERMIT

PERMIT IS VALID FOR ACTIVE
LOADING/UNLOADING ONLY

UNATTENDED VEHICLES WILL BE TOWED.
20 MINUTE STOPPING ONLY

Vehicles with forms that are not completely filled out will be towed.

Group: _____

Driver Name: _____

On-Site Phone#: _____

Valid only May 14 – 18 during Loading Times