



2018 EQT Children's Theater Festival AWC PARTICIPANT INSTRUCTIONS

**On-site Festival contact: Remington Brooks, Project Coordinator
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FESTIVAL HOURS

This year, the EQT Children's Theater Festival will take place from May 17-20 in the heart of the Cultural District in Downtown Pittsburgh. The Festival hours are listed below. Please note that activities in the Byham Theater will be during limited time frames and are not open for the same hours as the overall festival.

	OPEN HOURS	BYHAM HOURS
Thursday, May 17	10:00 am – 2:00 pm	10:00 am – 12:00 pm
Friday, May 18	10:00 am – 5:00 pm	10:00 am – 12:00 pm
Saturday, May 19	10:00 am – 5:00 pm	10:00 am – 3:30 pm
Sunday, May 20	10:00 am – 5:00 pm	10:30 am – 1:30 pm

Please come prepared to keep your activity 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 contact your site manager to check in. They will greet you, show you your space, and provide you with two credentials. These credentials must be worn at all times.

VENUE ADDRESSES

Festival Grounds (on 7th Street and Katz Plaza)

7th Street at Penn Avenue
Pittsburgh, PA 15222

EQT Plaza

625 Liberty Avenue
Pittsburgh, PA 15222

Byham Theater

101 6th Street
Pittsburgh, PA 15222

August Wilson Center

980 Liberty Avenue
Pittsburgh, PA 15222
(Loading entrance on William Penn Place)

ARRIVAL ON SITE

Once you've arrived at your activity location, please check in with your area site manager who will provide you with credentials, show you to your tent or table, and provide you with additional details.

If parking or payment was arranged in advance, your site manager will provide you with those items as well. If for some reason, you are running late or have trouble finding your location, please call your site manager, listed below:

August Wilson Center:

Remington Brooks - 412.370.3694

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, and at the discretion of Festival Staff:

- o Thursday, May 17 8:00 am – 9:30 am and 2:00 pm – 3:00 pm
- o Friday, May 18 8:00 am – 9:30 am and 5:00 pm – 6:00 pm
- o Saturday, May 19 8:00 am – 9:30 am and 5:00 pm – 6:00 pm
- o Sunday, May 20 8:00 am – 9:30 am and 5:00 pm – 6:00 pm



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LOADING AREAS

Below is a list of the loading zone for each area. Please note which entrance is recommended for unloading your vehicle.

Festival Grounds (on 7th Street and Katz Plaza) – Penn Avenue at 7th Street, curb lane

Byham Theater – Front entrance doors at 101 6th Street

August Wilson Center – Loading dock entrance, William Penn Place between 10th Street and Seventh Avenue.

EQT Plaza – Curb lane on Liberty Avenue at the entrance to the Plaza

When parked in any loading zone, please turn on the flashers for your vehicle.

Penn Avenue will remain open to traffic, so please use caution when parking and loading or unloading. 7th Street will be closed between Penn Avenue and Liberty Avenue, and no vehicles will be permitted to enter the closure at any time. Show the enclosed Loading Zone Permit to a Festival Crew Member and they grant you access to the loading area.

PARKING

The Festival does not provide on-site parking, unless otherwise arranged in advance at time of booking. Parking is generally available throughout downtown and we highly recommend using the ParkPGH mobile website or going to www.parkpgh.org to locate the nearest available vacant parking.

You can also pre-purchase parking through the Children's Festival website to ensure you have a space at the conveniently located Theater Square Parking Garage. Visit trustarts.org/pghkids or call 412.456.6666 for more information on Pre-Paid Parking Vouchers.

DISTRIBUTION OF INFORMATION TO FESTIVAL VISITORS

Activity hosts are welcome to share information with visitors about the service and/or programs they offer and are encouraged to decorate their activity space accordingly. Printed materials, branded give-aways, etc. are also permitted. Remember that this is an outdoor event, so please plan to bring paperweights to secure any printed materials that might blow away in the event of wind.

SALES ARE PROHIBITED AT ALL PARTICIPANT LOCATIONS, NO EXCEPTIONS.

PLEASE NOTE

- All activity signage provided by the Festival remains the property of the EQT Children's Theater Festival.
- Electricity is generally not available, unless arranged in advance.
- Each group will be provided with a tent (either shared or independent) if located outdoors or a table if located at an indoor location.
- Each group will be provided with 1 table and 2 chairs, unless otherwise arranged in advance. A limited number of additional tables and chairs will be available on site, so please let us know in advance if you need more.
- Storage of supplies and materials is not available. Activities 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.
- While overnight security will be provided by the Festival, we recommend that you take any valuable items with you at the end of each day, and that you pack up your tent space overnight so that items inside are not disturbed in the event of weather.

CONCESSIONS:

Food vending will be available on site at various food trucks and concession stands, which will be on site throughout the Festival. There are a number of terrific restaurants in the area as well.