



ARTS BELOW SUNRISE S.T.E.A.M. Festival 2024

Sunday, May 19, 2024, 10:00 AM-5:00 PM, rain date Sunday, June 9, 2024

Frequently asked logistical questions

- ***Location of Festival (how do I get there?)***

The festival is in the towns of Hewlett and Woodmere in Nassau County on Long Island. It's a street festival on Broadway starting at the Hewlett-Woodmere Public Library (GPS: 1125 Broadway, Hewlett, NY 11557) and ending at the corner of Irving Place and Broadway in the town of Woodmere, NY 11598.

IMPORTANT: Enter the area by traveling down Broadway from the North-East end and proceed to your spot. Drop off your materials from your vehicle on the sidewalk near your spot and then continue South-West on Broadway to Franklin Place. Make a right on Franklin Place and then a left into the municipal parking lot. Park and walk back to your spot for set-up.

- ***When I get there whom do I see for placement?***

When you reach the event entrance by the Public Library on Broadway in Hewlett, there will be someone to direct you to your space number. Additionally, you can find the Hewlett-Woodmere Public Schools Endowment Fund Booth located at the intersection of Johnson Place and Broadway and anyone there will be able to help you.

- ***What will be provided for us at this event?***

Please try to bring EVERYTHING you will need for your 10ft x 10ft space. If you are a nonprofit organization or Festival Sponsor, tables and chairs may be available if you do not already have them, and student volunteer help will be available for help setting up your space. If you need to **rent** tables and chairs, they will be available for \$10/table and \$5/chair while supplies last. Tents will NOT be provided. If you are bringing a tent, please bring weights or guylines to secure your tent in case of wind. Please come to the Hewlett-Woodmere Public Schools Endowment Booth which will be in the middle of the street at the corner of Broadway and Johnson Place, and we will provide you with directions to your area for set up and rentals. Event space fees must be paid in advance by 5/1/24.

- ***Can I get help setting up or with my activity?***

Yes, only if you are a non-profit or Festival Sponsor, High School Student volunteers will be on hand to help set up. Please request a volunteer student prior to the event so we can assign accordingly. You are responsible for your own arrangement and management of your activity. We ask you to take care and to be vigilant at your event table. Safety and the safety of kids and families is utmost priority.

- ***How is the event organized?***

There will be event booths/tables on either side of Broadway starting at the Hewlett-Woodmere Public Library in Hewlett and proceeding down Broadway into Woodmere, leaving space for visitors to walk in the middle. There will be a LARGE robotics section near the intersection of Johnson Place and Broadway.

- ***How much space will we have?***

We are in the street and have lots of space, we will provide you with a 10ft x 10ft space. If you need more, let us know ahead of time and it should not be a problem.

• ***What are the hours of the event?***

The event is open to the public from 10:00 AM to 5:00 PM, however, some booths start wrapping up at around 4:30 PM. You will need to arrive no later than 9:00 AM to get your spot and set-up your activities. It's up to you to decide how you will manage your STEAM events during that time period.

• ***Can I leave early due to other commitments?***

Yes, of course, however, this is a street festival, and you may have some difficulties navigating the crowds. You will not be able to bring a vehicle to pick up your materials once the festival begins. This would present a hazard to pedestrian traffic.

• ***Will we be receiving vouchers for free food at the event?***

No, we cannot provide food to any exhibitors. You will need to pay for your own lunch and snacks. There will be a variety of foods offered by the food trucks and some local restaurants and convenience stores.

• ***Are there bathroom facilities for the vendors and exhibitors?***

Yes. There are bathrooms available in the Hewlett-Woodmere Public Library, in the Woodmere Education Center (Broadway and Johnson Place), and there will be port-a-potties located further down Broadway near Broadway and Franklin Place in Woodmere if necessary.

• ***What time should vendors and exhibitors arrive?***

The festival opens to the public at 10:00 AM, so all exhibitors should be in place and ready to present at that time. The auxiliary police will close off the streets by 7-7:30 AM to traffic and will allow only exhibitors, vendors, musicians, and artists to come in by car and setup. All cars will be banned by 10:00.

• ***For Food Vendors***

Food vendors must have a certificate of Insurance and BE REGISTERED WITH THE HEALTH DEPARTMENT. Be aware that there may be different regulations for vendors selling pre-packaged foods. Food Vendors must clean up after themselves after the event and not dispose of food materials or products in the streets. See: <https://www.nassaucountyny.gov/1652/Health-Department> for additional DOH info.

• ***For Educational or STEAM activities***

Most exhibitors will be there by 8-8:30 AM to set up, we ask that you be ready by 10:00 AM. We will do our best to keep all the Educational STEAM events and schools together as much as possible. Try to modify your event so you will not require electricity or running water since it is very difficult for us to provide you with that type of accommodation. We recommend that you bring hand sanitizer, wipes, or paper towels.

Some suggestions about electrical devices and needs.

- Please bring charged external batteries for phones/tablets/small devices
- Pre-charge all equipment and have charged back-up for computers if possible
- HOWEVER, if you MUST have electricity, please let us know ASAP and we will do our best

• ***Rain Date or Cancellation Policy***

Vendor fees must be paid in full by May 1st, 2024, to reserve your spot. Vendors paying on the day of the event are not guaranteed a space. Table and Chair rentals (\$10/table, \$5/chair) can be reserved with your Vendor Fee. Tables and Chairs will also be available on the day of the event **as supplies lasts**. Full refunds at the Vendor's request are granted if requested before 5/12/2024. Otherwise, refunds will be issued ONLY if the event is cancelled on both the event date (5/19/2024) AND the rain date (6/9/2024).

Further Questions? Email jmroblin@gmail.com or call 516-581-2818.

We look forward to seeing you! Have a great day!