

4-7-2019

## UNBOUND 2019 Exhibitor FAQs

RISD Unbound

*Rhode Island School of Design*, [risdunbound@risd.edu](mailto:risdunbound@risd.edu)

RISD Library

*Rhode Island School of Design*, [risdlib@risd.edu](mailto:risdlib@risd.edu)

Follow this and additional works at: [https://digitalcommons.risd.edu/library\\_unbound\\_archive2019print](https://digitalcommons.risd.edu/library_unbound_archive2019print)

Part of the [Book and Paper Commons](#), and the [Graphic Design Commons](#)

---

### Recommended Citation

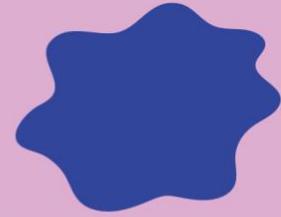
Unbound, RISD and Library, RISD, "UNBOUND 2019 Exhibitor FAQs" (2019). *2019 Print*. 8.  
[https://digitalcommons.risd.edu/library\\_unbound\\_archive2019print/8](https://digitalcommons.risd.edu/library_unbound_archive2019print/8)

This Book is brought to you for free and open access by the UNBOUND 2019 Archive at DigitalCommons@RISD. It has been accepted for inclusion in 2019 Print by an authorized administrator of DigitalCommons@RISD. For more information, please contact [mpompeli@risd.edu](mailto:mpompeli@risd.edu).

# RISD Art Book Fair



April 6, 2019



at the



RISD Library

## **Location + Parking + Arrival**

The fair is located on the 1st floor of 15 Westminster Street in downtown Providence, Rhode Island. Exhibitor tables are located in three places within the 1st floor: the Main Hallway, the RISD Library Living Room, and the RISD Library Study Terrace. The building is wheelchair accessible, and there is a staff-operated accessible lift in the Library that reaches the Study Terrace.

[Designated public parking lots and garages](#) are located throughout [downtown Providence](#). Metered street parking is also available throughout Providence. Rules and restrictions are posted on signs along the streets.

## **Check-In**

Please arrive by 9:30 a.m. for check-in and table set-up.

Visit the UNBOUND check-in table in the Main Hallway to receive your table location and welcome packet. Get fueled up for the day with coffee and morning refreshments while you meet other exhibitors and snazz up your table!

## **Set-Up**

Depending on your registration request, you will either have a half or a full table for set-up. Table areas are approximately 6-feet long and 30-inches wide. Each table will be set-up with two chairs and and labeled with the exhibitor's requested name (from the application).

Tables in the Main Hallway and RISD Library Living Room will be covered in white craft paper. Tables on the RISD Library Study Terrace are wooden and will not be covered.

Exhibitors will not be able to mount works on walls. Please plan the work you bring and your display to fit within the constraints of the table top. Space under and behind the table can be used for your storage and supplies. Power outlets are not accessible from every table, so charge your devices!

You may want to bring: tools, adhesives, pens, markers, power strips, alternative tablecloths and decorations, etc.

## **Wifi and \$\$\$-related things**

Wifi will be available on-site. To make purchases easy, please consider preparing for a range of purchasing methods — cash, credit cards, Venmo, PayPal. Bring your own cash to make change, consider bringing a credit card purchasing systems for your sales, and/or setting up a Venmo or PayPal account prior to the fair.

Be sure to pack multiples of your work in case you sell more than anticipated! We would discourage any exhibitors from closing early.

### **Event Schedule**

The fair will be open to the public from 11:00 a.m. to 6:00 p.m.

### **Clean-Up**

Exhibitors are responsible for cleaning up their own tables. Clean-up will begin promptly at 6:00 p.m. Please be sure to have your space cleared and any boxes or supplies out of the buildings before 7:00 p.m. Trash receptacles will be available on-site.

### **Food**

Complimentary coffee and donuts will be provided to exhibitors from 9:30 a.m. - 11 a.m. (or until supplies last) in the Main Hallway. There is a water fountain on site.

The fair is conveniently located next to RISD's Portfolio Cafe, which will provide vegetarian and vegan friendly food options for sale all day.

### **Accommodations + Questions**

We are happy to help you with any accommodations you may need to make your participation in the fair enjoyable and memorable. Please contact us by email: [risdunbound@risd.edu](mailto:risdunbound@risd.edu) if you have an questions or would like to request any specific accommodations. For accommodations that will require our assistance, please contact us at least one week before the fair.

### **Social Media**

Help us spread the good word about UNBOUND and share the event with others on social media. Make sure to tag all your posts: #risdunbound

---

*RISD UNBOUND reserves the right to refuse the application and/or participation of any person or company for any reason.*

*RISD UNBOUND does not assume any responsibility or obligation to provide financial or other assistance, including, but not limited to medical, health, or disability insurance in the event of injury, illness, death, or property damage, resulting from participation in the event.*