

June 10, 2004

Dear Artist --

We're very excited to have you involved with us at this year's Utah Arts Festival! This packet includes everything you and your performers will need regarding your participation at this year's event:

**Tickets:**

Two complimentary tickets for each performer is enclosed along with a Festival-at-a-Glance which has a site map on the front cover. Tickets can be used at any of the Festival box offices.

**Load In:**

All stage load-in will take place along 500 South between 200 East and State Street (mid-block by the City & County Building). Contact your stage manager and they will arrange for transportation of your gear to the appropriate stage.

I've tried and tried to secure free parking for performers this year and no one wants to play. If you are performing after 5 p.m. on Thur/Fri or anytime Sat/Sun, there is a free parking lot at the Board of Education Building, located across the street from the old Library (you can access the lot from either 500 South or 600 South). There's also parking underneath the new Library (access heading east on 400 South between 200 East and 300 East- midblock) and at the AMPCO lot just behind the Matheson Courthouse (access heading east on 400 South between Main and State Street).

Please find the appropriate Stage Manager listed below for the stage/area you are performing on. They all have a Stage Book with the technical rider you provided. If you have any changes, please contact them.

<b>PRODUCTION STAGE MANAGER</b>		<b>PATRICK HELTMAN</b>	<b>205-0205</b>
Festival Stage:	Bruce Heltman	712-4554	
Park Stage:	Greg Floor	891-2011	
Amphitheater Stage:	Jeff Gilliams	891-2011	
Big Mouth Café:	Sara Nelson	856-1664	
The Round:	Sara Nelson	856-1664	

**STREET THEATER COORDINATOR: GARRETT ALBERICO 521-2773 or 533-5671**  
**([garrettalberico@hotmail.com](mailto:garrettalberico@hotmail.com))**

**Copy of Contract & Payment:**

A final copy of your signed contract and tech rider is enclosed. Payment will be sent out within 30 days of your performance.

We hope you have a great time at the event this year. If you have any questions or concerns, please don't hesitate to contact me at 322-2428.

Sincerely,

Lisa Sewell  
Assistant Director

