

2024 Artomatic Must Read & FAQs

A. Official Dates & Hours of Operation

SITE SELECTION & ORIENTATION DATES | HOURS

SAT - SUN | FEB 10-11

MONDAY - FRIDAY | NOT APPLICABLE/BY APPOINTMENT ONLY

SATURDAY | 10:00AM-7:00PM

SUNDAY | 10:00AM-7:00PM

SITE SELECTION & ORIENTATION OVERFLOW DATES | HOURS

SAT - SUN | FEB 17-18

MONDAY - FRIDAY | NOT APPLICABLE/BY APPOINTMENT ONLY

SATURDAY | 12:00PM-7:00PM

SUNDAY | 12:00PM-7:00PM

INSTALLATION DATES | HOURS

TUES - SUN | FEB 17 - MAR 3

MONDAY - CLOSED

TUESDAY -THURSDAY | 5:00PM-9:30PM

FRIDAY - SUNDAY | 12:00PM - 9:00PM

OFFICIAL EVENT DATES | HOURS

WED - SUN | MAR 8 - APR 28

MONDAY -TUESDAY: CLOSED

WEDNESDAY -THURSDAY | 5:00PM-9:30PM

FRIDAY - SATURDAY | 1:00PM - 10:00PM

SUNDAY | 12:00PM - 9:00PM

DEINSTALLATION DATES | HOURS

MON - SUN | APR 29 - MAY 11

MONDAY-THURSDAY | 5:00PM - 9:30PM

FRIDAY - SUNDAY | 12:00PM -9:00PM

B. Visual Artist Guide | Designing Your Space

- It's your space and you can curate as you wish.
- We don't censor or jury artwork.
- Don't forget your name and contact info.
- Artwork cannot leave the building until the event is over - on April 29.
- All artwork must be deinstalled between April 29 and May 11.
- All 2d materials must be firmly attached to the wall.
- NO bins with loose artwork.
- You may paint your space any color you choose.
- If you choose to paint a mural or text in this space, it must be repainted to a neutral color.
- Please refer to the installation rules for more information.

C. Installation Rules

- All building material, paint, ladders, wood, metal, sculpture and everything that takes two people to carry MUST come through the loading dock and the freight elevator.
- Small artwork and cardboard boxes may come through the parking garage, concourse level and lobby elevators.
- You may only park in the loading dock long enough to unload your vehicle and vehicles may not be left unattended.
- Volunteers will watch your materials and art while you find a long-term parking space.
- There is free parking in many parking garages in Crystal City after 4pm and all-day Saturday and Sunday.
- Please choose a space that meets your lighting and electrical needs. Artomatic is not responsible for repairing or adding additional lighting and electrical to the building.
- You may add lighting to your space using a maximum of 100 watts total. No loose cords are allowed on the floor— all cords must be secured.

- Only use low voltage lighting (LED). Any other use of electricity will have to be reviewed by a person from Site Operations to ensure safe operation. No loose cords are allowed on the floor— all cords must be secured.
- Multiple extension cords may not be chained together, and all cords must be heavy duty, three-prong.
- Do not paint electrical outlets or switches – application of paint onto live electrical sockets is a code violation and renders use of such sockets unsafe. No electrical sockets that have been painted can be used at any time.
- For any lighting systems that have 2-prong, ungrounded wires, the system must be plugged into a surge protector that properly grounds it.
- Any lighting systems that consist of spliced joints must use electrical boxes to ensure safe operation.
- You may build out or add small furniture as long as it does not block or intrude on traffic areas or other artists spaces. Performance areas may have additional restrictions for use of floor space.
- All common areas must remain free and clear from clutter and obstructions.
- You may hang small signage and LIGHT objects (< 2 pounds) from the ceiling grid as long as they do not block or intrude on other artists spaces and are at least 24” from any sprinkler heads. Ceiling tiles must remain down in the grid with no gaps. Please use correct hardware (similar to grid hooks).
- Do NOT paint the ceiling.
- Do NOT paint the floor in your art space.
- Don't alter your wall by cutting, damaging, or drilling large holes.
- Please do not spray paint in the building. It creates fumes that are hard for many people to deal with.
- Please use the janitor's closet on each floor, North side by elevator bank, to wash paint brushes and rollers or take your dirty paint brushes and rollers home to wash. The restrooms and kitchens are off limits to paint brushes and rollers. Do NOT use the bathrooms to clean anything other than your hands.
- Clean up after yourself and respect this building.

- Respect other artists and their spaces.
- Please don't litter or spam artist spaces or common areas with promotional materials.
- Please remove all your trash. Take it with you. You will see event trash cans; they are not for your waste. We don't have trash pick-up during installation.
- There is a ladder market for each floor. Please leave the ladder on that floor and return it to the elevator bank area after you are finished with it. Artomatic tools, hand trucks, carts, ladders or dollies are for Artomatic use only. Please provide your own tools.
- Remember that everything you attach to your wall will need to be removed by you when you deinstall.

Most of the doors have been removed. If a door remains it is likely an Artomatic office / storage area and may be marked. Please do not remove this marking.

D. Load In Instructions & Parking Guide

(At the time of this document creation, here is what we have. Things may change so look out for signage at the building)

- Load in will be at the loading dock just to the right of the garage entrance on 21st Street midway between M and L Streets NW (21st runs one way South)
- There is unfortunately no street parking on 21st Street Monday - Saturday, you may park on both sides of the street on Sunday only.
- The loading dock bay door will be open. You may leave your vehicle in front of the loading dock while you unload. Do not drive into the loading bay. Unfortunately, there is only room for a couple cars at a time as the driveway into the loading dock is also part of the sidewalk (Meaning the loading dock is not in an alley or some side street). So, you will have to unload your supplies, bring them to your space, then promptly move your car. You should attempt to complete your unloading in 10-15 minutes max. You should not block pedestrian access on the sidewalk (Basically as long as the vehicle is inside of the outer landscaping on the front of the building, you are not blocking pedestrians).

Alternatively, the garage is open on weekdays. It is run by the garage mafia (Colonial Parking) so expect to pay \$10 for 1 hour or \$18 for the day. This does give you access to the 3rd level garage entrance to the elevators. Very few if any cars park there on any given day. Even so, you will want to move your car away from the access doors as soon as you unload so others can load in at the access doors.

- There are 6 elevators. You may use any elevator for general items. If you have anything large or capable of doing damage to walls / floor, use the one freight elevator. This is manually operated so you may have to wait a minute. To operate this elevator, once you have loaded everything that you will be transporting, you hold the button for the desired floor until the doors close. Immediately after you unload your items, return the elevator to the LL Level with you in it (holding the button)! Do not leave the elevator on any other floor when you have completed your unloading, or we will lose it and have to find out the floor it was left on!
- Please bring a trash bag and take your trash with you. We do not have trash service for installation days.

E. Staffing Shifts

- Artomatic is an artist-run, non-juried, temporary multimedia arts event that draws together visual and performing artists and brings their work to the community. Participant artist work shifts provide the staff to run the event.
- You signed up for 3 shifts (15 hours) during registration.
- Check in with the Gallery Manager in the office on the 7th floor at the start of your shift.
- Be on time and be responsible – please arrive 15 minutes early for check in.
- Do not consume alcohol during your shift.
- Bring your cell phone so that we can communicate during your shift if necessary.
- Gallery Managers are in charge of shifts and will get you everything you need.
- There are lots of tasks, including greeter, floor walker, bar tender.
- You may be re-assigned during your shift.
- Check out at the end of your shift.
- Keep to your signup shifts, you may not change your schedule within 24 hours without notifying volunteer@artomatic.org
- When you signed up for shifts many of you left comments, we will try to work with your comments, but we cannot guarantee any shift assignments.
- Email volunteer@artomatic.org for any questions or concerns.

- How to Review, Add or Change Shifts

If you need to add or change a shift please click on the Artomatic SignUp.com website <https://signup.com/go/bsNAcbz>

You will see a link next to "Already Signed up? Click here to view/edit" Click on that and enter the email you provided for registration.

Click on "My Spots" to review your shifts.

Click on "My Spots" to remove a shift.

Click on "All Spots" to sign up for shifts.

F. Official AOM Event Rules

- No outside alcohol allowed.
- Do not take alcoholic drinks outside the building.
- Respect the staff, remember you will be staffing shifts during this show.
- All artists are required to work three participation shifts. You may change shifts online but must complete at least three to honor your Artist Participant Agreement and be able to participate in future Artomatic events.
- Please take your shifts seriously and do your best to help staff the event. Artists involved in non-assigned activities may not get credit for their shift.
- All artwork must stay up for the entire event, and artwork may not be brought into, or taken from, the building during the event. The only exception is for artists bringing in separate art for sale at the Artists Marketplace held on the weekends.

G. Important Event Dates

- Opening Night – Friday March 8
- Meet the Artist I – Saturday March 23
- Meet the Artists II – Saturday April 13
- Closing Night – Sunday April 28