



## FESTIVAL INFORMATION

Sat., September 16 • 10am-7pm  
Sun., September 17 • 10am-7pm

festival phone (224) 253-2330    office phone (847) 926 4300



## Green Ribbon Project

<b>What?</b>	The West Loop Art Fest will feature an <u>optional program</u> for artists to support sales and also support an important cause. <b>The West Loop Community Association</b> has been selected as the non-profit for this festival. Artists may opt in by putting 1-4 special ribbon(s) on their art. When this piece sells, 10% of the selling price goes to the non-profit. Artists simply fill out a form at the end of the show with the price and contribution and make the contribution directly.
<b>Why?</b>	The public feels good buying this special piece knowing some of the proceeds goes to the cause. You sell the art!

## THE OVERVIEW

<b>NEW LOCATION</b>	The fest is now on Fulton Market, a few blocks North of the old location.
<b>FESTIVAL ART HOURS</b>	Festival hours are Saturday from 11am to 10pm and Sunday from 11am to 9pm. Artists are only required to stay open until 7pm both days. Artists are welcome to stay open for later if you would like as the fest stays open for food and music.
<b>BOOTH NUMBER</b>	Visit <a href="http://amdurproductions.com">amdurproductions.com</a> prior to festival for your <b>Booth Number</b> which will impact your <b>Flight Number/Setup time</b>
<b>GPS COORDINATE ONLY</b>	<b>1032 W. Fulton Market</b> Chicago, IL 60607

**ARTISTS WITH RENTED TENTS, WEIGHTS OR PANELS – Set Up Saturday Morning. Rentals will not be set up for Friday night set up.**  
Artists not renting a tent or renting panels are welcome to check-in and load-in at the times below. If you miss the Check-In time on Friday afternoon, you may come Saturday morning.

<b>CHECK-IN</b>	<b><u>Friday, September 15</u></b> <b>11PM: All booths, EXCEPT THOSE RENTING A TENT, WEIGHTS, OR PANELS</b> <b>All traffic will be West bound ONLY</b>  <b>Check-in will close at 11:30pm.</b> Set-up may continue. Artists who want to check in after that point must call our festival phone to confirm their space location before 10PM Friday. Phone number is <a href="tel:224-253-2330">224-253-2330</a> .
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**Saturday, September 16**  
**5AM-6AM: Even Numbered Booths**  
**6:30AM-7:30AM: Odd Numbered Booths**  
**All traffic will be West bound ONLY**

**7:30AM-8:00AM: All Artists.** Vehicle entry as allowed. Artists may have to dolly to their space depending on space availability. Check-In will close at 8am. Set-up must be completed by 9:30am.

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**HASHTAG** While posting, tweeting, and pinning, don't forget to include **#WestLoopArtFest** and tag us **@AmdurProductions**

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**FEST PHONE** **(224) 253 2330:** To reach our staff from festival set up through take down.

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## THE DIRECTIONS

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**FROM THE NORTH** Take 94E towards Chicago. Exit at 50A toward Ogden Ave. Continue onto N Racine Ave. Turn left onto W Grand Ave. Turn right onto N. Carpenter. Turn right onto W. Fulton Street. Destination will be on the right.

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**FROM THE SOUTH** Take I-55N toward Chicago. Take exit 51A from I-90W/ I-94W. Continue on Lake St. Drive to W Fulton Street.

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## THE DETAILS

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**ACCESSIBILITY** Every effort is made to make the West Loop Art Fest an open access event for artists and the public. If you have special needs, please call the office, 847-926-4300, and prior to the festival or notify any on-site staff.

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**BREAK DOWN** At the festival's conclusion on Sunday night at 7pm you may begin to take down your booth **and DOLLY OUT**. Anyone breaking down before 7pm will not be invited to participate in the festival again. No vehicles will be able to drive to their booth until the close of the event AND when all the public is cleared from the venue. This is for the safety of the public.

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**FEST RULES**

- Artist(s) must be present, no reps in their place
- All work must be original. No buy/sell.
- All work and booth displays must be in line with juried images
- All booths must be safe, overhangs at 7 feet or higher, & **MUST BE WEIGHTED DOWN**
- No more than 2 people working a booth per 10 x 10
- No webbed lawn chairs allowed, in or behind the booth.
- No sleeping in tent or in festival area overnight
- No cars/trucks allowed in festival area.
- No motorized vehicles in festival area
- No smoking in the festival area, in or around your booth.
- No chairs or sitting in the paved walking lane

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**PERMIT** City of Chicago requires a permit per artist. There is no paperwork that artists need to submit for this permit. Your \$25 fee should have been submitted with your registration form. Amdur Productions will submit to the City on your behalf.

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<b>SECURITY</b>	Chicago is a big city. Don't worry; just be smart. Don't think that purses or cash drawers are safe because you "hid" them under a blanket, coat or your favorite magazine under the counter in your booth. Do what Chicago Police recommend: at a festival wear cash belts or "fanny" packs to hold cash. We will again have security at the festival to <b>KEEP IT A SAFE FESTIVAL.</b>
<b>SAFTEY</b>	When driving into the festival area at load in or load out: <ul style="list-style-type: none"> <li>• Keep your windows down, radio off</li> <li>• Keep flashes on</li> <li>• Drive slowly- watch for children, dogs and people in area</li> </ul>
<b>TAX RATE</b>	Illinois tax forms can be found on our website, <a href="http://www.amdurproductions.com">www.amdurproductions.com</a> . The sales tax rate in Chicago is <b>10.25%</b> .
<b>WEIGHTS &amp; TENTS</b>	<b>All tents must be weighted properly and be white. You will need 40lbs per leg. NO CINDER BLOCKS ARE ALLOWED. NO WATER JUGS ARE ALLOWED! Amdur Productions is unable to provide weights of any type on site. Artists without tent weights will not be allowed to use a tent.</b>

## THE AREA

<b>ATM/BANK</b>	<b>Bank of America:</b> East end of the festival. Halsted and Washington <b>Chase:</b> Mid-festival. Washington and Sangamon.
<b>FOOD</b>	Many great restaurants are in the festival area.
<b>GAS STATION</b>	<b>Citgo:</b> 2959 W. Fulton Chicago, IL 60607
<b>GROCERY</b>	<b>Whole Foods:</b> 1 N Halsted St Chicago, IL 60614
<b>HARDWARE STORE</b>	<b>Imperial Lock and Hardware</b> 1208 W. Grand Ave Chicago, IL 60607
<b>LOCAL ENTERTAINMENT</b>	If you have time, there is so much to do in Chicago. Walk down beautiful Michigan Avenue, take a boat ride on the Chicago River and Lake Michigan, pick up at the base of the Wrigley Building on Michigan Avenue near Wacker. Go see "The Bean" at Millennium Park on Michigan Ave. Nearby museums include the Art Institute, Museum of Contemporary Art, Field Museum, Shedd Aquarium, and Museum of Science and Industry.
<b>POST OFFICE</b>	<b>US Post Office</b> 168 N Clinton St Chicago, IL 60661
<b>TARGET</b>	<b>Target</b> 1101 W Jackson Blvd Chicago, IL 60607

## Amy's Top Tips for the West Loop Art Fest in Chicago

1. Have a **second person** with you to assist with set up, working the booth, give you a chance for a break (bathroom, food, etc). Limited booth sitting will be available by Amdur Productions staff.
2. Bring a **shade awning** for behind your tent as most booths have back space. Wear sunscreen from dawn to dusk and reapply.
3. Bring a **good dolly**. If you don't have one, this would be a great time to get one. My favorite type is the kind that converts to a wheeled cart or a stand up dolly. Put your name on the dolly before you come to the fest as they all look alike.
4. Load in is by flights. **Come at your flight time and pace yourself**. No rushing required.
5. At the fest, water will be available in the Artist Break Room/Festival Office. Be sure to **drink plenty of water** and stay hydrated.
6. **Enjoy Chicago**: See "The Bean" in Millennium Park, take a Lake Michigan cruise from the base of the Wrigley Building on Michigan Avenue, have a drink in the bar on top of the Hancock Building.
7. Eblast **festival postcards** by pdf to your lists.
8. Bring lots of **weights and weigh down your tent**.
9. Lift from the legs.