

# CHICAGO ART & DESIGN SHOW

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## AT NAVY PIER

## FESTIVAL INFORMATION

Saturday, April 8 • 10am-5pm  
Sunday, April 9 • 10am-5pm

festival phone  
(224) 253-2330

office phone  
(847) 926 4300



## THE OVERVIEW

<b>BOOTH NUMBER</b>	Visit <a href="http://amdurproductions.com">amdurproductions.com</a> <b>prior</b> to the festival for your <b>Booth Number</b> which determines your <b>Flight Number/Setup time</b>
<b>GPS COORDINATE ONLY</b>	600 E. Grand Avenue Chicago, IL 60611
<b>CHECK-IN</b>	<u>Friday, April 7: 2pm – 8pm</u> Expo Hall A, West end. Artists must check-in in person with a valid government issued ID. Check-in and set up by flights.
<b>SET-UP</b> Set- up is through the loading dock. See Map.	<b>Please see <a href="http://amdurproductions.com">amdurproductions.com</a> for your booth number which impacts your flight time stated below. All art must be loaded into the Expo Hall by 9pm FRIDAY April 7. We must be out of the Expo Hall by 10pm.</b>  <u>Friday, April 7</u> <b>Flight One</b> 2p-3p: Booths 105, 204, 205, 304, 305, 404, 405, 504, 505, 604, 605, 704, 705 <b>Flight Two</b> 3:30p-4:30p: Booths in the 600's and 700's <b>Flight Three</b> 5p-6p: Booths in the 400's and 500's <b>Flight Four</b> 6:30p-7:30p: Booths in the 200's and 300's <b>Flight Five</b> 8p-8:30p: Booths in the 100's All artists need to be out of the Expo Hall by 10pm. NO EXCEPTIONS  There is NO structural Saturday load in. Jewelry may be loaded in and out daily.
<b>HASHTAG</b>	While posting, tweeting, and pinning, include <b>#ChicagoArtandDesignShow</b> and tag us <b>@AmdurProductions</b>
<b>FEST PHONE</b>	<b>(224) 253 2330:</b> To reach our staff from festival setup through take down

## THE DIRECTIONS

<b>FROM THE SOUTH</b>	Take the Dan Ryan Expressway (I-90/94) east to the Stevenson Expressway (I-55) to Lake Shore Drive (US-41) north to Illinois Street exit. Turn right at Grand Avenue to Navy Pier.
<b>FROM THE WEST</b>	Take the Eisenhower Expressway (I-290) to Columbus Drive, north to Illinois Street and proceed east to Navy Pier.
<b>FROM THE SOUTHEAST</b>	Take Lake Shore Drive (US-41) north to Illinois Street exit and proceed East to Navy Pier.
<b>FROM THE NORTH</b>	From the North, take Lake Shore Drive (US 41) to the Grand Avenue exit and follow signs to Navy Pier.

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**FROM THE  
NORTHWEST**

Take the Kennedy Expressway (I-90/94) to the Ohio Street Exit. Head east on Ohio to Wells. Head south on Wells to Illinois Street, then proceed east to Navy Pier.

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**THE DETAILS**

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**ACCESSIBILITY**

Every effort is made to make our festivals open access events for artists and the public. If you have special needs, please call the office, 847-926-4300, prior to the festival or notify any on-site staff.

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**ARTIST BREAK  
ROOM/ FEST  
OFFICE**

Location will be provided at check-in.

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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.
  - **No more than 2 people working a booth per 10 x 10**
  - No webbed lawn chairs allowed, in or behind the space.
  - Only commercial grade lights & cords allowed.
  - No clamp lights may be put on pipe & drape.
  - Only light weight signs may be hung on pipe & drape.
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**ELECTRICAL  
CODE  
COMPLIANCE**

All electrical wiring and equipment installed at Navy Pier must comply with the City of Chicago Electrical Code. Edlen Electrical Exhibition Service reserve the right to refuse connections where wiring constitutes a safety hazard or does not meet the City of Chicago Electrical Code.

- Electrical equipment must be listed and labeled by a nationally recognized testing laboratory (IE: UL, ETL or CSA) or be specifically approve by the City of Chicago Bureau of Electrical Inspection and subject to field
  - All 120-volt cords and cables must be 3-wire grounded. All larger cables must contain a ground wire also. 2-wire fixtures and electrical cords are not allowed.
  - Spring clamp light fixtures are **NOT** allowed.
  - Electrical wiring or equipment such as lights or cords may **NOT** be attached to booth dividers or curtains.
  - Electrical equipment must be securely fastened in place using recognized suitable methods. Examples of suitable fastening methods include bolted or integrated. Plastic is not suitable.
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**PARKING**

There is an indoor parking lot at Navy Pier for passenger cars. Oversize parking is off-site.

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**SAFETY &  
SECURITY**

Security will be on-site overnight, patrolling the Expo Hall. The Expo Hall is locked down overnight. Please use good judgment when securing belongings for the evening. Amdur Productions does not accept responsibility for your property.

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**SET-UP**

Your flight is identified with your booth number.

**Friday, April 7**

**Flight One** 2p-3p: Booths 105, 204, 205, 304, 305, 404, 405, 504, 505, 604, 605, 704, 705

**Flight Two** 3:30p-4:30p: Booths in the 600's and 700's

**Flight Three** 5p-6p: Booths in the 400's and 500's

**Flight Four** 6:30p-7:30p: Booths in the 200's and 300's

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**Flight Five** 8p-8:30p: Booths in the 100's  
All artists need to be out of the Expo Hall by 10pm. NO EXCEPTIONS

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**EMPTY BOX STORAGE**

You will receive stickers to place on any empty boxes that you would like stored during the show. These boxes will be returned to you Sunday after the show closes.

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**ON SITE "BONE YARD" STORAGE**

An open area will be available on the show floor out of the public area for your on-site storage. This area is not for empty box storage- but for equipment, back stock and similar.

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**HOUSEKEEPING**

Your garbage will be emptied nightly.

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**TAX RATE**

Illinois tax forms can be found on our website, [amdurproductions.com](http://amdurproductions.com). The sales tax rate in Chicago is **10.25%**.

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## THE AREA

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**ATM/BANK**

**Bank of America:** Located inside Navy Pier. **Chase:** 355 E. Illinois Street

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**FOOD**

A variety of eat-in and take out restaurants are on the Pier: Riva Restaurant, Harry Caray's Tavern, Billy Goat Tavern and Navy Pier Beer Garden. On site during the show there will be sandwich's/wraps, hot dogs, snacks, and beverages available.

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**GAS STATION**

BP: 631 N. LaSalle Street

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**GROCERY**

Whole Foods: 255 E Grand Ave, Chicago, IL 60611

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**HOME DEPOT**

1300 S. Clinton Street or 1232 W North Avenue

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**LOCAL ENTERTAINMENT**

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.

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**PHARMACY**

Walgreens: 342 E. Illinois Street

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**POST OFFICE**

355 E Ohio St, Chicago, IL 60611

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**TARGET**

1 S State St, Chicago, IL 60603

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