



2016 GENERAL FESTIVAL INFORMATION

Additional festival specific info is available at
AmdurProductions.com/ExhibitingArtistInfo

Dear Artist: Congratulations on your acceptance to one (or more) of our shows! We look forward to you exhibiting in our 2016 season. Important general information follows. For information regarding a specific festival, including hours, location, driving directions and more, please download that festival's fact sheet at www.amdurproductions.com/Artist-Resources/.

Please note, booth numbers will be posted on our website, amdurproductions.com, about one month prior to the applicable festival. Check your booth number as it may determine your set-up and flight time. Festival updates will also be posted periodically. Please check your email and the web site often.

The general topics below are covered on the following pages in alphabetical order:

Accessibility	Check-In	Overnight Tent Info
Art Bucks	Directions	Parking
Area Information	Display Rules	Permits
Artists' Break Room	Electricity	Post Cards
Artist Lists	Eligibility	Prints
Badges/Board Tags	Festival Maps	Set-Up
Booth Sitters	Flights	Tax/Tax ID
Booth Size	Hotels	Wait List
Booth Location	Hotel Alternate Ideas	Weights
Break Down/Load Out	Hours	Zip Ties
Canopies/Tents	Judging	ZZZ's

Questions? Contact us:

Office Phone: 847-926-4300

Artist Information: Contact Caitlin@amdurproductions.com

Tents, Weights, or Electricity Rentals: Contact Lindsey@amdurproductions.com

Accounts: Contact Shanna@amdurproductions.com

Public Relations: Contact Elana@amdurproductions.com

www.AmdurProductions.com

On-Site Festival Phone: 224-253-2330 (ONLY DURING FESTIVALS)

All information is subject to change.

Please check your email & AmdurProductions.com for up-to-date information

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ACCESSIBILITY:

Every effort is made to make the festivals open access events for artists and the public. If you have special needs, please call or write the office. Those artists who have official handicap parking stickers may park in any legal handicap parking area at or near a festival and do not have to park in artists parking.

AREA INFORMATION:

Please refer to the festival specific pages in this book for details on local food options, gas stations, grocery stores, Home Depot/Hardware stores, pharmacies, post offices, and Target/Wal-Mart locations.

ARTISTS' BREAK ROOM:

The artists' break room will provide snacks, coffee, restrooms and a great place to refresh all weekend. The artists' break room is usually located in the same place as check-in. Children under 13 years old must be accompanied by an adult.

ARTIST LISTS

Please check our website for lists of accepted/exhibiting artists. These lists may be helpful to those looking to find roommates and travel buddies. Please use common sense when making these plans.

BADGES/BOARD TAGS:

Artists will receive their exhibitor's badge and board tags at check-in. Please wear your badges while on festival grounds. Additional badges for your staff are available at check-in. Please hang your board tag in your booth facing forward or near the front of your booth at a height reachable without a ladder or stepstool.

BOOTH SITTERS:

Amdur Productions staff is available to watch your booth at most festivals while you take a break for up to 10 minutes. Staff will circulate throughout the festival and can be identified by their official lime green festival t-shirts. Please indicate your need for a booth sitter by displaying the lime green ribbon (given in your check-in packet) on your tent pole, or mention your request to any passing Amdur staff member.

BOOTH SIZE, AWNINGS, and WEIGHTS:

All standard booth spaces accommodate a 10 X 10 tent. Artists may have a 10x20 booth in all shows EXCEPT Chicago Botanic Garden Art Festival. For this show, you may have (2) 10x10 tents beside each other but no 10x20 tents. Tent extensions/awnings will be allowed, provided that they are sturdy and are at least 7 feet tall. Tent extensions that pose a safety risk must be removed. Some special rules regarding extensions apply at certain festivals. Staking into pavement is **NOT** allowed on city streets, sidewalks, parking lots, in shopping centers, Chicago Botanic Garden, and Grant Park (Gold Coast Art Fair's location). **Please bring corner weights**. All tents require a minimum of 40 lbs per pole. For safety's sake, please secure your tent appropriately at the time of set-up to withstand any unexpected high winds. **For Artfest Michigan Avenue, no cinderblocks are allowed to be used as weights. ALSO carpet or board must be under each tent pole. Anything that could leave a scratch on the ground is NOT allowed.**

BOOTH LOCATION AND NUMBER:

Every effort is made to meet special needs detailed on your registration form. Spaces are assigned in a seniority system. Returning award winners are assigned to booths first.

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Returning artists from the year immediately preceding are then assigned spaces. New artists are then assigned the remaining spaces generally by media category so that there is a good distribution of categories in all areas. Requests for electricity influence booth placement. Special circumstances may modify the above system. Artist's booth numbers will be posted approximately 30 days before the festival on our website, www.amdurproductions.com.

BREAK DOWN/LOAD-OUT:

At the festival's conclusion on Sunday night, we will follow an **exit pass** procedure for take-down. More on this system will be distributed at the festival. You may begin to dismantle your booth and pack up your art at the close of the festival Sunday, no earlier. After you've done that, you will be issued an exit pass by a circulating festival staff member. This pass will allow you to bring your vehicle back into the festival area so that you may load up and leave the festival. Traffic will be one-way as in set-up. **Vehicles without an exit pass will NOT be allowed entry to the festival area.** Some festivals will utilize a "flight exit system," meaning that a certain area of the festival will be cleared prior to issuance of exit passes in another area. You also may dolly out at the end of the festival.

CANOPIES/TENTS:

Artists who wish to bring their own tents/canopies are encouraged to do so. **White tents are required and must be properly weighted.** Tents must be flame resistant. For those artists who have made a written request and paid by 30 days prior to the show for a rented tent, the tent company will deliver, weight, set-up and remove a white 10 x 10 foot canopy to your space. Carpeting and/or temporary flooring inside tents **MUST BE** securely taped, **on all sides**, to the ground with a strong tape such as duct tape. All tent carpeting and/or temporary flooring must be no more than 10 x 10 feet in dimension and fit inside the tent. Artists using carpeting should plan on taking carpet with them at the conclusion of the event, or depositing it in the festival dumpster. Tent extensions may not be carpeted and/or contain any type of flooring. Artists wishing to put a clamp umbrella on their chair are asked to keep safety in mind if the chair will be near the public's eyes.

CHECK-IN:

See the individual festival pages for the exact location of check-in at each festival. Those can be found on our web site, [amdurproductions.com](http://www.amdurproductions.com), under Artist Resources.

All exhibitors must check-in personally with a valid government issued photo-I.D., such as a current driver's license. All remaining balances must be paid by **cash, credit card or money order** before the start of the festival, US Funds only. Credit cards and cash will be accepted on site, checks will NOT be accepted on site. Applicable late fees and penalties will apply. Each artist must also have submitted a signed Release Form. **If two artists are listed as exhibitors, both must be present at check-in. One artist absent from a pair will prevent your entry to the festival.**

ALL ARTISTS MUST HAVE CHECKED-IN at least two hours prior to the start of the show on its first day, and three hours before the Port Clinton Art Festival. Artists not on the official wait list may not participate. No refunds. **Failure to read this does not excuse you from this rule.**

DIRECTIONS: Websites such as mapquest.com and googlemaps.com can provide you with specific directions. For your convenience, we have included GPS coordinates and basic directions on the festival specific pages available for download at www.amdurproductions.com/Artist-Resources. As there can be more than one city in Illinois

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with the same name, please keep in mind that all of our Illinois festivals are in the northeast corner of the state, in the general Chicago area.

DISPLAY RULES:

- **Artists must supply their own display setup** (tent, side walls, tent weights, tables, chairs, etc.) with the exception of artists renting tents, side walls, or weights through Amdur Productions.
- **Artists who would like to use a chair must bring a nice looking chair!** We highly recommend an elevated type chair such as a director style chair so that artists are at eye level with the public when sitting. No more than two chairs are allowed per booth. **Web type lawn or beach chairs are not allowed** in front of or behind the artist's booth.
- **All work must be presented in a finished professional manner.** If the work requires a frame, it must be framed, not mounted on foam core.
- **Artists using tables must cover them to the ground.** We strongly recommend professional table covers, not table clothes.
- **All back-up supplies must be tidy and completely covered.** To keep local retailers happy, sidewalks are not allowed for storage or sitting use.
- **Unprofessional/amateur looking displays are not allowed.** Artists are encouraged to take great care in the aesthetics of their booth set up. Artists whose set ups are unsatisfactory or unstable, will be asked to correct the situation. **If no remedy occurs, these artists will be required to withdraw from the festival immediately with no refund of their fees.** Your booth is your gallery. Treat it with care.

ELECTRICITY:

Electricity will be provided to artists who returned the electricity order form with payment by the April 11th deadline. **NO FUME PRODUCING GENERATORS ARE ALLOWED TO BE BROUGHT TO THE FESTIVAL BY ARTISTS.** No fueled generators are allowed at Art on Michigan Ave; however, marine batteries are OK. Generators exhaust carbon monoxide which is toxic and can make people sick if proper ventilation and distance from artists is not maintained. Marine batteries may be used. Amdur Productions reserves the right to approve the use of any and all generators on-site. Any generators that do not get approval will need to be removed immediately. **If available**, artists may purchase electric distribution or acquire additional power at the festival to their booth on the first set up day (typically a Friday) at premium pricing and must pay in full at that time.

ELIGIBILITY:

The festivals present artists' handmade original work, not the work of mass production studios. Also, **please read section labeled PRINTS.** All work must be presented in a finished manner two dimensional pieces should be framed or equivalent. No work which has been made with commercial kits, purchased molds, patterns, plans or prefabricated pieces is allowed. The festival committee reserves the right to refuse exhibition of work not consistent with the quality of submitted slides and these guidelines. You may not exhibit work purchased from other artists for resale. Artists' representatives may not participate in the festival in place of the artist.

Artists themselves must be present throughout the entire festival. If the work is produced by more than one artist, all artists must plan on attending. Artists showing separately produced work under one name are not allowed. No spouses or other representatives are allowed in place of the artist.

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FESTIVAL MAPS:

About thirty days prior to the festival, maps will be available on our website, amdurproductions.com. The maps are subject to change. At check-in you will be told where the exact location of your space is.

FLIGHTS:

To expedite a safe load-in and load-out many of our festivals are flighted. Artists are assigned to a specific load-in/flight time based on their booth number. Check the website for your flight. Switching of flights is not allowed. If your flight number presents a conflict, please contact us via phone or email immediately.

HOTELS:

Concierge Caitlin will be here to assist you in booking a hotel in the area that is comfortable in price and accommodations for every artist. Call the Concierge at 847 926 4300 and talk to Caitlin. You can also reach her by email at Caitlin@amdurproductions.com.

Many artists also report great success and fantastic rates using www.travelocity.com, www.priceline.com, www.kayak.com and other discount web travel services. There are also opportunities to rent houses or apartments through airbnb.com or vrbo.com. This might be helpful in tourist destinations such as Chicago and Milwaukee, Wisconsin.

HOURS:

Hours for each festival are posted on our web site on each individual festival page. It is also listed in each of the festival's information packet found in Artist Resources on our web site, www.amdurproductions.com

Exhibitors must be fully set-up and man their tent between those hours. Take-down may not begin until the close of the festival. Artists desiring to remain set-up past closing may do so at their own discretion on Friday and Saturday, however on Sunday the street/area must be re-opened to traffic as soon as possible, no later than 10:00 pm Sunday (with the exception of the Gold Coast Art Fair). Artists not packed up by 10 pm may be fined the additional costs of staffing the festival and City or Village fines imposed until they are finished. Load out at **Gold Coast Art Fair** will be a flight system so that artists are able to exit as quickly as possible. All artists must be underway with load out and make a best effort to be done by 11pm.

JUDGING:

On site art judging will occur on Saturday at all festivals. You will receive a colored dot on your board tag to show that a judge has viewed your work. Please respect the difficult task of the judges. Award Ribbons will be distributed to winners at the show, usually on Sunday. Award Winners are invited to exhibit in 2017 at the same show in which they won their award without jury. Regular booth fees still apply.

OVERNIGHT TENT INFO:

Canopies, tables, and pedestals may remain in place over night. Please close up and secure your booth. Many artists report good experience with the use of heavy duty zip ties to "lock" their tent zippers. Security staff will roam the festival area overnight, but cannot be in all places at all times. Amdur Productions does not assume responsibility for lost, damaged, or stolen items.

PARKING:

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At all festivals, **except** Millennium, Southport, Gold Coast, Artfest Michigan Ave, HandMade Chicago, May Art Market, Wednesday Art Market, and West Loop you will receive a green parking permit at check-in which is to be hung from your rear view mirror or placed on your dashboard, driver's side. If you intend to drop your hitch, please ask for another permit and duct tape this permit to your hitch in a visible location.

Artists exhibiting in the **Millennium, Southport, Artfest Michigan Ave, West Loop, HandMade Chicago, Wednesday Art Market, May Art Market, and Gold Coast** festivals should reference the festival specific pages on our website for additional information regarding parking.

Overnight Parking is allowed at all festivals where lots are reserved *with the exception of Chicago Botanic Garden* by statute. Parking maps and/or directions will be given at check-in. Those artists who have official handicap parking stickers may park in any legal handicap parking area at or near a festival and do not have to park in artists parking.

PERMITS:

The only festivals requiring special permit fees through the City or Village are: **Southport Art Festival, Millennium Art Festival, The Art Center's Festival of Fine Arts, Gold Coast Art Fair, West Loop Art Fest, Artfest Michigan Ave, May Art Market, Wednesday Art Market, and Port Clinton Art Festival.**

POST CARDS- HARD COPIES AND ELECTRONIC FILES:

Your Festival post cards will be mailed to you in April. Please use correct postage when mailing. Please send these to those on your mailing list or distribute them at earlier shows.

A special "emailable" jpeg version will be available to download from our website, www.amdurproductions.com, for use in your eblasts – a great cost savings way to let people know you will be at the show.

Suggestions for distributing postcards include:

- Hand-writing a note on the postcard's back.
- The more we get the word out, the better our show attendance! Post cards can also be left at your art center, studio or favorite store as a perfect take-along reminder. If you need additional cards, please call the office. There is no charge for festival postcards. If you need more, please let us know.

PRINTS:

It is imperative that the public know what they are buying. Therefore, at all festivals (**EXCEPT Port Clinton Art Festival:** see ELIGIBILITY section in the Port Clinton pages for specific rules for that festival), all commercially produced prints (such as Iris prints and Giclees, and not the work of bona fide print artists such as serigraphs or lithographers) are allowed on only one 10 x 10 foot wall of your booth plus in one flip bin. Prints must be clearly marked as prints so as not to mislead the public. **Artists who ignore this rule will be asked to correct the situation or leave the festival immediately with no refund.**

SET-UP:

Local Police have asked that artists not park early in the festival foot-print before street closing as this makes it very difficult to tow and remove any of the remaining public's cars.

Please park or stage your vehicle on the peripheral streets of the festival until set up time. Please refer to the festival specific pages available on our website for specific set-up times and details.

TAX/TAX ID:

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The law requires that all adult artists follow proper tax filing procedures. **Illinois tax forms are available on our web site, amdurproductions.com, on each festival specific webpage.** If you have an Illinois tax number from a previous year, you do not need a new number. The state has a record of your festival participation, so remember you are not invisible. Artists who do not file tax forms will not be allowed to participate in next year's festival. **The sales tax rate varies by City/Village.** Please refer to the festival area at the back of this package for details and go to our web site to print out a prepared festival tax form. Each festival's tax form is different. Any questions regarding taxes should be directed to the Illinois Department of Revenue (800) 732 8866 or (217) 782 3336.

WAIT LIST:

If you hold a wait list status for a festival, (wait list numbers are posted on juriedartservices.com: Log-in, click on "Manage Applications" and then click on the applicable festival name to view your wait list number. Wait list numbers are by category. It is unpredictable how and when spaces will become available. When a wait list space becomes available, we will email or call by phone and leave a message if you are not there. Waitlist artists are given 24 hours to respond as to whether they would like to take the space or not. Wait list artists may also come to the festival on set-up day and check if there is a "no show" space available, but there are no guarantees.

WEIGHTS: All tents must be weighted properly. We recommend at least 40 lbs per leg. Amdur Productions is unable to provide weights of any type on site. Artists without tent weights will not be allowed to use a tent. Staking is never allowed into a paved street, lot, park, shopping center, or sidewalk. Cinderblocks or any weights that will scratch the ground can NOT be used at Art on Michigan Ave.

ZIP TIES: Plastic zip ties are a great way to put your booth together. Please be good to the environment and **remember to pick up the ties after you cut them down at close.** Many thanks.

ZZZ's: Sleep well. Looking forward to seeing you all this summer. SAFE TRAVELS TO ALL.

A handwritten signature in black ink that reads "Amy". The signature is written in a cursive, flowing style.