



FESTIVAL INFORMATION

Saturday, June 10 • 10am - 5pm
 Sunday, June 11 • 10am - 5pm

festival phone
 (224) 253-2330

office phone
 (847) 926 4300



Green Ribbon Project

What?	The Promenade of Art will feature an <u>optional program</u> for artists to support sales and also support an important cause. American Cancer Society 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.
Why?	The public feels good buying this special piece knowing some of the proceeds goes to the cause.

THE OVERVIEW

BOOTH NUMBER	Visit amdurproductions.com prior to festival for your Booth Number which may impact your Flight Number/Setup time
GPS COORDINATE ONLY	111 W Campbell St. Arlington Heights, Illinois 60005
CHECK-IN	<u>Friday, June 9: 5:30pm-8pm</u> or <u>Saturday, June 10: 7am-8:30am</u> Exact location will be announced one week prior to the festival via email. Artists must check-in in person with a valid government issued ID. Do not bring your car into the festival area before 5:30pm Friday so that we can be sure all of the public's cars are removed.
SET-UP	Please see amdurproductions.com for your booth number which will impact your flight time stated below. If you cannot make your designated flight time on Friday, you may set up Saturday morning. Check-in and Load-In Friday Afternoon, June 9 Flight One: 5:30pm-7pm , Booths 235.1-253, 271-281, 344-357 Drop and Drive Flight Two: 7:30pm-9pm , Booths 202.5-234, 254-270.5 Flight Three: 9pm , Booths 292-299, 335-343 Set up may continue UNTIL 10:30pm. NO SET UP IS ALLOWED between 10:30pm and 7am , per the Village of Arlington Heights in consideration of local residents
HASHTAG	While posting, tweeting, and pinning, include #PromenadeofArt and tag us @AmdurProductions
FEST PHONE	(224) 253 2330 : To reach our staff from festival setup through take down

THE DIRECTIONS

FROM THE SOUTH	I-90: Take I-90 north to Arlington Heights Road exit. Turn right onto Arlington Heights Road North exit. Take Arlington Heights Road north for about 7 miles to Sigwalt. Turn left and proceed 2 blocks to Dunton. Turn right and continue to Campbell.
FROM THE NORTH	I-90: Take I-90 south to the Arlington Heights Road North exit, (which is just past the Hwy. 53 interchange). Take Arlington Heights Road north for about 7 miles to Sigwalt. Turn left and proceed 2 blocks to Dunton. Turn right and continue to Campbell. 294: Take 294 south to Willow Road West exit. Proceed on Willow to Arlington Heights Road. Turn left and continue about 4 miles to Sigwalt. Turn right and proceed about 2 blocks to Dunton. Turn right and continue to Campbell.

THE DETAILS

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.
ARTIST BREAK ROOM/ FEST OFFICE	Same location as check-in, announced via email one week prior to the festival. The artist's break room features coffee, water, and snacks.
AWARDS	Judging will take place Saturday. Ribbons are distributed on Sunday.
BREAK DOWN	At the festival's conclusion on Sunday night at 5pm you may begin to take down your booth. Anyone breaking down before 5pm will not be invited to participate in the festival again. Once your booth is broken down, you will be given an exit pass by a circulating staff member. This pass will allow you to bring your vehicle back into the area. Traffic will be one way. Vehicles without an exit pass will not be allowed entry. Artists may choose to dolly out after 5pm.
FEST RULES	<ul style="list-style-type: none">• 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
PARKING	Free, close parking, including overnight and oversized vehicle parking will be available. Maps and parking permits will be distributed at check-in. If you plan to drop your hitch, please duct tape a parking permit to it.
SECURITY	Security will be on-site overnight, patrolling the festival area. However, they cannot be everywhere at once. Please use good judgment when securing your tent and belongings for the evening. Amdur Productions does not accept responsibility for your property.
SAFTEY	When driving into the festival area at load in or load out: <ul style="list-style-type: none">• Keep your windows down, radio off• Keep flashes on• Drive slowly- watch for children, dogs and people in area
SET-UP	Dates/Times are above. Artist traffic during set-up will be one way. More info at check in. Set up in flights, your flight will be identified with your booth number about

one month before the festival on our web site. **Please remember to bring adequate weights.** See "weights" under the General Information Packet at the top of the General Exhibiting Artist Info page on our web site.

TAX RATE	Illinois tax forms can be found on our website, amdurproductions.com. The sales tax rate in Arlington Heights is 10.25% .
WEIGHTS & TENTS	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.

THE AREA

ATM/BANK	Citibank is on Evergreen, just south of the corner of Campbell. The Charter One Bank is on Davis, between Vail and Dunton. There are also ATMs in the Vail Jewel (see Grocery below) and in the Target Store.
FOOD	Multiple restaurants exist in the festival area: California Pizza Kitchen, Big Shots Piano Bar, Panera Bread (grocery/café/take-out), and Peggy Kinnane's (Irish). Check the packet you receive at check in for any special artist lunch order forms.
GAS STATION	From the festival area, take Highland, Vail or Dunton south to Sigwalt and turn left to Arlington Heights Road. Turn right on Arlington Heights Road. There is a gas station on the right. There is a second one on the left, a little further south. There is also a gas station at the intersection of Northwest Highway and Vail
GROCERY	The nearest grocery store is a 2-minute walk from the festival; the Jewel, located at Vail and Wing Street, is just west of the train station. There is also a Dominick's in the Town & Country Mall at Arlington Heights and Palatine Roads
HOME DEPOT	350 E. Kensington, Mount Prospect (847) 342-1800
PHARMACY	Harris Pharmacy is located in Dunton Court, two blocks south of Dunton and Campbell.
POST OFFICE	Take Dunton or Vail north to Northwest Highway. Turn left to Euclid. Turn left again on Euclid and proceed 2-3 blocks.
TARGET, etc.	Take Highland, Vail or Dunton south to Sigwalt. Turn left onto Sigwalt to Arlington Heights Road. Turn left to Thomas Ave. Turn right for about 2 miles to Rand Road (Hwy. 12). Target is on the right at the corner of Rand and Thomas.

Amy's Top Ten Tips for the Promenade of Art in Arlington Heights

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. **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. Visit the Ravina in Highland Park for concerts, food and drinks for purchase. Take a blanket/ tarp to sit on. Visit Ravina.org for more details.
7. Eblast **festival postcards** by pdf to your lists.
8. **Be prepared for inclement weather.**
9. Bring lots of **weights and weigh down your tent** or stake down WHEN YOU SET UP YOUR TENT.
10. Lift from the legs.