



BUFFALO GROVE ART FESTIVAL

FESTIVAL INFORMATION

June 4-5 • 10am-5pm

festival phone
(224) 253-2330

office phone
(847) 926 4300



NEW! Green Ribbon Project

What?	We are pleased to announce an <u>optional program</u> for artists to support an important cause as well as support sales. The American Cancer Society has worked relentlessly to save lives and create a world with less cancer; and has been selected as the non-profit for this festival. Artists may opt in by putting a special ribbon on one of their pieces. 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 method of payment.
Why?	The public feels good buying this special piece knowing some of the proceeds goes to the cause. You sell the art!

THE OVERVIEW

BOOTH NUMBER	Visit amdurproductions.com about 30 Days Prior to festival for your Booth Number which will impact your Flight Number/Setup time
GPS COORDINATE ONLY	Buffalo Grove Town Center 270 McHenry Road Buffalo Grove, Illinois 60089
CHECK-IN	<u>Friday, June 3: 2:30pm-5pm</u> <u>Saturday, June 4: 6am-8am</u> Exact location will be announced one week prior to the festival via email. Follow the on-site signage to Artist Check-In. Artists must check-in in person with a valid government issued ID
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. <u>Friday, June 3 2:30pm and on</u> <u>Even Numbered Booths</u> are encouraged to set-up Friday afternoon. These booths are on the west (inner) side of the festival route. Use the inner lane for set-up. Traffic will be one way southbound along the festival route. The festival route is narrow. Artists must off load art and equipment at their booth and then circle around to artists' parking BEFORE SETTING UP. Please pull up snug to your booth. <u>Odd Numbered Booths</u> may set-up either Friday afternoon or Saturday morning. These booths are on the east (outer) side of the festival route. Use the outside lane for easiest set-up, and just pull up to your booth. <u>Saturday, June 4: 6am-9am:</u> All artists, vehicle entry as space allows

HASHTAG	While posting, tweeting, and pinning, include #BuffaloGroveArtFestival and tag us @AmdurProductions
FEST PHONE	(224) 253 2330: To reach our staff from festival setup through take down

THE DIRECTIONS

From the North	294 South and exit Lake Cook Road. Travel west, past Milwaukee Avenue (RT. 21). The Center is at the intersection of McHenry Road or RT. 83, on your right.
From the South	Take 355 or 53 north and exit at east Lake Cooke Road. Turn left onto RT. 83 and the Center is on your left OR Take 294 north, exit on Lake Cook Road and turn left. Turn right on RT. 83 and the Center is on the left.
From the West	Go east on Lake Cook Road. Turn left onto RT. 83 and the Center is on the left
From the East	Go west on Lake Cook Road. Turn right onto RT. 83 and the Center is on the left

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 snacks, restrooms, and a great place to refresh all weekend.
AWARDS	Judging will take place Saturday. Ribbons are distributed Saturday afternoon or Sunday.
BREAK DOWN	<p><u>East Side Artists:</u> You may bring your vehicles to behind your booth (in the parking lot area not the festival route) and begin to take down at 5 pm, not earlier. Anyone taking down earlier will not be invited to participate in the festival again, so please don't do it.</p> <p><u>West Side Artists:</u> An exit pass system will be used for artists on the west side. When you have boxed and crated your art, <i>and have taken down your booth</i>, you will receive a pass from circulating festival staff. This pass will allow you to drive back into the festival area southbound as during set-up. All artists may choose to dolly out after 5pm.</p>
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 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.
PERMIT	The Village of Buffalo Grove does not require a permit.
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	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 are available on our website, amdurproductions.com. The sales tax rate in Buffalo Grove is 8% .
WEIGHTS	All tents must be weighted properly and be white. You will need 50lbs 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.
IN ADDITION	When you sell...Ask the customer if you can take a picture for our Collector's Wall. Just take a picture with your phone and email it to Jill@AmdurProductions.com with your name and their name. It's that easy!

THE AREA

ATM/BANK	First American Bank: Just across the street from the festival.
FOOD	Many options are in the festival area: Boston Market, Burger King, Culver's, Deerfield's Bakery, Giordano's, Jimmy John's, Starbuck's (across the street in south end of the other mall). Look in the packet you receive at check in for any special artist lunch order form.
GAS STATION	Shell: 50 W. Lake Cook Road
GROCERY	Jewel-Osco across the street at The Grove Shopping Center.
HOME DEPOT	East on Lake Cook Road a few miles.
LOCAL THINGS TO DO	<p><u>Ravinia:</u> This world-renowned music festival is located in Highland Park. Tickets are available by calling 847-266-5100. More information is available on their website, www.ravinia.org.</p> <p><u>Movies:</u> Buffalo Grove Theatres at the festival or Lincolnshire Regal/Imax 20 screens on Milwaukee Avenue at Aptakisic Play 9 or 18 holes. Buffalo Grove Golf Club just a few minutes west on Lake Cook Road: 847-459-5520 or Arboretum Golf Course on Route 22: 847-913-1112.</p>
PHARMACY	At the Northeast corner of Lake Cook and Buffalo Grove Road.
POST OFFICE	Located just behind the shopping center.

TARGET, etc.

Target, Wal-Mart, & Sam's Club can be found on Lake Cook Road, east of the festival.

Amy's Top Ten Tips for the Buffalo Grove Art Festival in Buffalo Grove

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. **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. Send out **festival postcards** by US mail, or eblast the pdf to your lists.
8. **Be prepared for inclement.**
9. Bring lots of **weights and weigh down your tent** or stake down **WHEN YOU SET UP YOUR TENT.**
10. Lift from the knees.