



FESTIVAL INFORMATION

MEMBERS PREVIEW July 1 • 4pm - 7pm

PUBLIC HOURS July 2 • 10am - 5pm

PUBLIC HOURS July 3 • 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 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	1000 Lake Cook Rd. Glencoe, Illinois 60022
PREVIEW PARTY	Friday, July 1 from 4:00pm to 7:00pm. The Chicago Botanic Garden will invite their nearly 50,000 members to this exclusive event featuring you and your art. There will be live music. Dress will be summer casual. Show and sell.
CHECK-IN	Check-in will be in a <u>tent in PARKING LOT 6</u> . Artists must check-in in person with a valid government issued ID. <u>Friday, July 1: 6am-Noon</u>
SET-UP	<p>NEW THIS YEAR You must sign up for your reserved flight time. Email Caitlin@AmdurProductions.com with your 1st, 2nd, and 3rd choices. This is a DOLLY-IN show on paved walks. There is no vehicular access to booth spaces unless previously arranged per below. Additional assistance by our staff may be requested by artists on their registration forms.</p> <p><u>Friday, July 1</u> Time Segment One: 6am-7:30am Time Segment Two: 8am-9:30am Time Segment Three: 10am-11:30am Time Segment Four: 12pm-1:30pm ALL ARTISTS MUST BE SET UP BY 3:00PM ON FRIDAY, JULY 1; Preview Party at 4pm</p>

NEW THIS YEAR

HEAVY LOAD-INS	Heavy load-ins requiring drive in access must call the office and schedule a time. Limited time slots are available between 4am and 6am ONLY . Call Caitlin at 847-926-4300 ASAP to reserve your space
HASHTAG	While posting, tweeting, and pinning, include #ChicagoBotanicGardenArtFestival and tag us @AmdurProductions
FEST PHONE	(224) 253 2330 During fest hours only: To reach our staff from festival setup through take down

THE DIRECTIONS

From Chicago	Follow the Kennedy Expressway (I-90/94) west to Edens Expressway (I-94) and U.S. Route 41. Exit at Lake Cook Road and travel east about 1/2 mile. The main entrance will be on your right.
From the North	Head south on U.S. Route 41 or I-294. Exit at Lake Cook Road and travel east.
From the West	From I-90, take I-294 toward Wisconsin. Exit at Lake Cook Road and travel east about 4.5 miles.
From the South	Take I-294 north, exit at Lake Cook Road and travel east about 4.5 miles.
From Indiana	Take I-90 or I-80/94 to I-94 northbound through Chicago, and then follow the directions from the city (see above)

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	Located on the first floor of Regenstein Hall. Stop in throughout the weekend for water, snacks, restrooms and a place to relax.
ARTIST TOUR	The Chicago Botanic Garden invites artists and their guests to go on a private, exclusive 35 minute garden trolley tour Saturday morning at 8:30am leaving from the Visitor Center. Artists must RSVP at check-in. A must do!
AWARDS	Judging will take place Saturday. Ribbons are distributed Saturday afternoon or Sunday morning.
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 to the loading zone. Optional valet service is offered.
FEST RULES	NO staking in gravel. NO smoking in the Garden. NO 10'X20' tents. (Two 10'X10' tents may be used if a 10'X20' space has been requested.) All vehicles must obey the 15 mph Garden speed limit. <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

	<ul style="list-style-type: none"> • 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
DOGS	No dogs other than bonafide service dogs are allowed on property or in vehicles. The Barking Lot is a good daycare option for dogs, which is located 10 minutes away. Their phone number is 847-205-3647.
PARKING	<p>Maps will be distributed at check-in.</p> <p>Friday ONLY: Artists may park in Lot 6 & Lot 3. Be sure to hang your parking permit in your vehicle. If you plan to drop your hitch, please request an extra permit at check-in and duct tape this to your hitch. There will be an area of Lot 6 in which you may drop your hitch for the entire weekend.</p> <p>Saturday & Sunday: Use the Dundee Road entrance on the far east side and follow signs to artist parking. Take the free shuttle to/from festival site/West Portico all day. <i>Please allow yourself an extra thirty minutes to park and get to the festival.</i></p>
PERMIT	Not required
SECURITY	The Chicago Botanic Garden is a very busy place. When driving, please obey the 15mph Garden speed limit, use caution, and keep your eyes peeled for pedestrians. 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	<p>When driving into the festival area at load in or load out:</p> <ul style="list-style-type: none"> • Keep your windows down, radio off • Keep flashes on • Drive slowly- watch for bikers and walkers in the area
DOLLY-IN SET-UP	Dates/Times are above. <u>This is a DOLLY-IN show. There is no vehicular access to booth spaces unless previously arranged by calling our office.</u> To minimize congestion and increase efficiency, access to the loading zone will be staggered. Please be patient. We have an entire day to load-in the show. 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 weights. See "weights" under the General Information Packet at the top of the General Exhibiting Artist Info page on our web site.
VALET	<p>Amdur Productions offers a valet service. The Amdur team will load a flatbed and drive your equipment and art from your vehicle to your booth. Here is the price structure.</p> <p>1 load- \$40 2 loads- \$80 3 loads- \$120</p> <p>Amdur also offers valet load out as well 1 load- \$40.</p>

TAX RATE	Illinois tax forms are available on our website www.amdurproductions.com . The sales tax rate in Glencoe is 9% .
WEIGHTS & TENTS	All tents must be weighted properly and be white. 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.
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	ATM's are available at the Garden in the Visitor Center MB Financial Bank: 356 Park Ave., Glencoe Harris Bank: 333 Park Ave., Glencoe Bank of America: 332 Park Ave., Glencoe
FOOD	Breakfast, lunch, and snacks are available at the Garden Café in the Visitor Center. Lunch and dinner are available at the Garden Grille on the Café decks. A variety of restaurants can also be found by going west on Lake Cook Road to Skokie Blvd. You may also bring in your own food. Check the packet you receive at check in for any special artist lunch order forms.
GAS STATION	Shell: Corner of Lake Cook Road and Skokie Blvd.
GROCERY	Trader Joe's: 127 Skokie Blvd (847) 480-9280 Garden Fresh: 275 Skokie Blvd (847) 272-0300 Sunset Foods: 1812 Green Bay Road (847) 432-5500
HOME DEPOT	655 Lake Cook Road (847) 564-8601
PHARMACY	Walgreens: 632 Roger Williams Ave., Highland Park, IL Walgreens: 63 Green Bay Road, Glencoe, IL
POST OFFICE	336 Hazel Ave., Glencoe, IL (South and east of the Festival)
TARGET, etc.	2241 Willow Road, Glenview (West of the Festival) 2099 Skokie Valley Rd, Highland Park (North of the Festival)

Amy's Top Ten Tips for the Chicago Botanic Garden Art Festival in Glencoe

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 segments. **Come at your segment 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 Highland Park**: Visit the Ravinia.org for concerts, shows, festivals, and family fun.
7. Send out **festival postcards** by US mail, or eblast the 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 knees.