

E V A N S T O N
ART & BIG FORK
 F E S T I V A L

FESTIVAL INFORMATION
 September 30 • 4pm-Dusk
 October 1 • 10am-Dusk
 October 2 • 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	1740 Sherman Ave Evanston, IL 60201
CHECK-IN	Exact location will be announced one week prior to the festival via email. Go to the intersection of Clark and Sherman to be directed to check in. Artists must check-in in person with a valid government issued ID. <u>Friday, September 30:</u> 8am-10am: Even Numbered Booths 10:30am-12:30pm: Odd Numbered Booths Do not bring your car into the festival area before 8am so that we can be sure all of the public's cars are removed.
SET-UP	Please see amdurproductions.com for your flight. <u>Friday, September 30</u> 8am-10am: Even Numbered Booths 10:30am-12:30pm: Odd Numbered Booths ALL ARTISTS MUST BE DONE SETTING UP BY 4:00PM ON FRIDAY, SEPTEMBER 30. SHOW OPENS FRIDAY AT 4!
BIG FORK & LIVE MUSIC	This festival will include great live music and local restaurants all throughout the weekend, Friday, Saturday, and Sunday! The main stage and the "Big Fork" will be at the north end of the festival towards Clark Street.
HASHTAG	While posting, tweeting, and pinning, include #EvanstonArtAndBigForkFestival and tag us @AmdurProductions
FEST PHONE	(224) 253 2330: To reach our staff from festival setup through take down

THE DIRECTIONS

FROM NORTH	Take 94 East towards Chicago. 94 will split into 94 and 294. Stay left to stay onto 94 towards Chicago. Take the exit U.S. 41 S/Skokie Blvd. Turn left onto Lake Street. Take that to Green Bay Road and turn right. Continue onto Ridge Rd and turn left onto Church Street. The festival is located at the intersection of Church Street and Sherman Avenue
FROM EAST	Take I-90 East to 294 North. Then, take the exit for US 14/Dempster Street East. Take a left onto Ridge Road and a left onto Church Street. The festival is located at the intersection of Church Street and Sherman Avenue
FROM CHICAGO	Take Lake Shore Drive North to Sheridan Road. Turn right onto Sheridan Road. Turn right to STAY on Sheridan Road. Continue onto South Blvd. Turn rights onto Chicago Avenue. Take the third left on to Main Street. Turn right onto Ridge Avenue. Turn right onto Church Street. The festival is located at the intersection of Church Street and Sherman Avenue.

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	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	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.
CHECK-IN	Exact location will be announced the week of the event. Be sure to look in your email for all updates on the festival!
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: AT LEAST 40 POUNDS PER TENT LEG.• 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.

	<ul style="list-style-type: none"> No chairs or sitting in the paved walking lane
PARKING	Maps will be distributed at check-in. Artists can park at Sherman Plaza Self Park. (847) 491-6308. Enter from Davis or Benson Ave. From level one to level five, clearance is 8ft. 2in. From level five to top the clearance is 6 ft. 9 in.
PERMIT	The City of Evanston 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	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 general information in the beginning of this packet for more info.
TAX RATE	Illinois tax forms can be found on our website, amdurproductions.com. The sales tax rate in Evanston is 10% .
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. 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	Citibank - 817 Church Street, Evanston, IL 60201 (one block west on Church from fest) First Bank & Trust - 820 Church St #1, Evanston, IL 60201 (one block west on Church from fest)
FOOD	Multiple restaurants will be taking part in this festival including Farmhouse, Little Mexican Café, and Stained Glass. There are also many restaurants and fast food choices in the festival footprint including Jimmy Johns, Panera, etc.
GAS STATION	Mobil - 1950 Green Bay Road, Evanston, IL 60201 (This gas station is not really within walking distance so make sure you get all these essentials before coming into the festival)
GROCERY	Whole Foods - 1640 Chicago Avenue, Evanston, IL 60201 (two blocks east on Church Street to Chicago Avenue)
PHARMACY	CVS - 1711 Sherman Avenue, Evanston, IL 60201 (In festival footprint on Sherman)
POST OFFICE	1101 Davis Street, Evanston, IL 60201
SAM'S CLUB, etc.	Sam's Club - 2450 Main Street, Evanston, IL 60202 Target - 2209 W Howard Street, Evanston, IL 60202

Amy's Top Ten Tips for the Evanston Art & Big Fork Festival in Evanston

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 flights. **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 Evanston**: Visit the beautiful beach; walk the Northwestern Campus; see the Bahai Temple on Sheridan Road.
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.