

ART AT THE GLEN

FESTIVAL INFORMATION
August 6-7 • 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. Special Olympics has been selected as the non-profit for the fest. Special Olympics is a global movement of people creating a new inclusion and community, where every single person is accepted and welcomed, regardless of ability of disability; 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 the 10% 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	The Glen Town Center 2030 Tower Drive Glenview, Illinois 60026
CHECK-IN	<u>Friday August 5</u> Flight One: 6pm-7pm: Booths 1-12, 25-88, 127-210 Drop and Drive. Set up may continue as late as artists need. Flight Two: 7:30pm: Booths 13-24 Set up may continue as late as artists need. <u>Saturday August 6</u> 6am-9:30am – All artists. Vehicle access as allowed. <u>YOU MUST CHECK IN BEFORE SETTING UP</u> 2657 Navy Blvd, Glenview. (Along the grass triangle mid festival). Follow directional signage to check-in. Artists must check-in in person with valid government issued ID. Streets will be barricaded and closed at 5 pm on Friday. Do not bring your car into the festival area before you check in so that we can be sure all of the public's cars are removed.
BOOTH DISPLAY	<u>Set Up Requirements</u> 1) All booths dressed on street and store side OR accessible from the sidewalk and the street. 2) There are many openings to store fronts all around the festival. Artists MUST NOT extend nor block these openings. 3) The Glen Town Center prefers no back walls. 4) No booths can be deeper than 10' even though there may be space.

5) If you have a corner booth, please display on the outside wall.

HASHTAG

While posting, tweeting, and pinning, include **#ArtAtTheGlen** and tag us **@AmdurProductions**

FEST PHONE

(224) 253 2330: To reach our staff from festival setup through take down

THE DIRECTIONS

FROM THE NORTH

Take I-294 south and exit Willow Road. Travel east, past Shermer Road. Turn south onto Patriot Blvd. The Center is located just a few blocks south, on your right

FROM THE EAST

Take Willow Road west, past Route 43 (Waukegan Road). Just past Lehigh Road, turn south onto Patriot Blvd. The Center is located just a few blocks south, on your right.

FROM THE SOUTH

Take I-294 north and exit at Willow Road. Travel east to Patriot Blvd., and turn south. Or from I-94 North, exit at Willow Road. Travel west to Patriot Blvd., and turn south. The Center is just a few blocks south, on your right.

FROM THE WEST

Take Willow Road east, past I-294. Just past Shermer Road, turn south onto Patriot Blvd. The Center is just a few blocks south, on your right.

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. 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 any time after 6pm.

CHECK-IN

Follow directional signage to check-in, 2657 Navy Blvd. Artists must check-in in person with a valid government issued ID.

FEST RULES

- Artist(s) must be present, no reps in their place
 - All booths dressed on street and store side OR accessible from the sidewalk and the street
 - 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.
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	<ul style="list-style-type: none"> • 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. ARTISTS MUST PARK IN THE DESIGNATED AREA. Maps and parking permits will be distributed at check-in. If you plan to drop your hitch, please tape a parking permit to it.
PERMIT	The Village of Glenview 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 are available on our website, amdurproductions.com . The sales tax rate in Glenview is 9.75% .
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	Available at Washington Mutual, within the festival.
FOOD	Multiple restaurants exist in the festival footprint, including: Ben & Jerry's (Ice cream, sorbet, and frozen yogurt), Bravo! Cucina Italiana (Authentic Italian cuisine), Egg Harbor Cafe, Noodles & Company (A large selection of noodle dishes), Potbelly Sandwich Works (Toasty sandwiches), Starbucks (Your one-stop coffee shop), Yard House (Great food, classic rock, and a large selection on tap), and Ra Sushi (Great sushi restaurant.) Check the packet you receive at check in for any special artist lunch order forms.
GAS STATION	Shell: 750 Waukegan Road.
GROCERY	Jewel: 2502 N. Waukegan Road, Glenview Mariano's: 25 Waukegan Rd, Glenview
HOME DEPOT	Near the intersection of Patriot Blvd. and Willow Rd.

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. Lawn admission is \$10-\$15 per person.</p> <p><u>Movies:</u> Movie theaters are on-site: Crown Theaters10-Plex</p> <p><u>Golf:</u> Glenview National 9—(847) 657-1613</p>
PHARMACY	Jewel: 2502 N. Waukegan Road, Glenview
POST OFFICE	Located at the intersection of Glenview Rd. and Church St
TARGET	On Willow Rd., 1 mile east of Patriot Blvd.

Amy's Top Ten Tips for the Art at the Glen in Glenview

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 Highland Park:** Visit the Ravinia.org for concerts, shows, festivals, and family fun. See a movie on-site.
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.