



FESTIVAL INFORMATION
July 30-31 • 10am-5pm

festival phone
(224) 253-2330

office phone
(847) 926 4300

AMDUR
PRODUCTIONS

NEW! Green Ribbon Project

What?

We are pleased to announce an optional program for artists to support an important cause as well as support sales. PADS is a 501(c)3 nonprofit organization dedicated to providing emergency shelter, permanent supportive housing, and comprehensive resources to families with children and individuals experiencing homelessness in Lake County, Illinois, 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	700 Vernon Ave. Glencoe, Illinois 60022
CHECK-IN	Friday, July 29 Flight One: 6pm-7pm, Drop and Drive. Booths 5-11, 16.5-19, 21-25, 39-47, and 95-117 Set up may continue as late as artists requires Flight Two: 7:30pm-8:30pm, Booths 52-60, 66.5-94, and 118-124 Flight Three: 8:30pm, Booths 11.2-16, 20, 37, 61-64 Streets will be barricaded and closed at 5:00 pm on Friday Do not bring your car into the festival area before 6:30 pm Friday so that we can be sure all of the public's cars are removed. There will be plenty of space for vehicles next to booths as we set-up in flights.
STAGING	Please park in the Commuter train lot east of Green Bay Rd and Park next to the train tracks. This will keep the streets open for set up.
HASHTAG	While posting, tweeting, and pinning, include #GlencoeFestivalofArt and tag us @AmdurProductions
FEST PHONE	(224) 253 2330: To reach our staff from festival setup through take down

THE DIRECTIONS

FROM THE NORTH Head south on U.S. Route 41 or I-294. Exit at Lake Cook Road and travel east to

	Green Bay Road. Travel south on Green Bay road to Park Ave and turn West
FROM THE WEST	From I-90, take I-294 toward Wisconsin. Exit at Lake Cook Road and travel east to Green Bay Road. Travel south on Green Bay road to Park Ave and turn West
FROM THE SOUTH	Take I-294 north, exit at Dundee Road and travel east to Vernon. Travel south on Vernon to Park Ave and turn East.

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 after 5pm.
CHECK-IN	Go to the intersection of Vernon and Park to be directed to check-in. (Exact location will be announced one week prior via email.) Artists must check-in in person with a valid government issued ID.
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	Please park in the big open lot at Vernon and Temple (two short blocks South of the festival's Southern end). Free parking, including overnight and oversized vehicle parking will be available all weekend. Maps and parking permits will be distributed at check-in. If you plan to drop your hitch, please duct tape a parking pass to it.
PERMIT	The Village of Glencoe 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	<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 children, dogs and people in area
SET-UP	<p>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.</p>
TAX RATE	<p>Illinois tax forms are available on our website, amdurproductions.com. The sales tax rate in Glencoe is 9%.</p>
WEIGHTS & TENTS	<p>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.</p>
IN ADDITION	<p>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!</p>

THE AREA

ATM/BANK	<p>North Shore Community Bank & Trust: 362 Park Ave. Glencoe MB Financial Bank: 356 Park Ave., Glencoe Harris Bank: 333 Park Ave., Glencoe Bank of America: 332 Park Ave., Glencoe</p>
FOOD	<p>Multiple restaurants are in the festival area, including Apple A Day, Starbucks, Einsteins, Little Red Hen (great fried chicken to go), Foodstuffs (great tuna fish sandwiches and gourmet carry out) and Guild Hall (nice and good bar). Check the packet you receive at check in for any special artist lunch order forms.</p>
GAS STATION	<p>Shell: 635 Vernon Ave</p>
GROCERY	<p>The Grand, located at the South end of the festival on Vernon</p>
HOME DEPOT	<p>655 Lake Cook Road (847) 564-8601</p>
LOCAL ENTERTAINMENT	<p>Go a few blocks east of the festival on Park and take a nice walk down to the beach. I usually take fried chicken from Little Red Hen. Great for sunrises too! If you have time, go to the Chicago Botanic Garden in Glencoe on Lake Cook Road, open until 9 pm. Beautiful. Ravinia Music Festival is close and great also. The new Writer's Theater in Glencoe has also just opened.</p>
PHARMACY	<p>Parkway Drugs: 353 Park Ave (847) 835-0387 Walgreens: 63 Green Bay Rd (847) 835-8417</p>
POST OFFICE	<p>336 Hazel Ave. (South and east of Festival)</p>
TARGET, etc.	<p>2241 Willow Road, Glenview 2099 Skokie Valley Rd, Highland Park</p>

Amy's Top Ten Tips for the Glencoe Festival of Art 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. **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. Visit the Chicago Botanic Garden in Glencoe.
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.