

# FESTIVAL INFORMATION

September 17-18 • 11am-7pm

## WEST LOOP ART FEST

festival phone  
(224) 253-2330

office phone  
(847) 926 4300



## 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. The West Loop Community Organization is a membership organization that represents the business and residential communities within the West Loop boundary. Promoting local businesses, supporting economic development and advocating for continued growth are ways in which the organization works to improve the quality of life in the West Loop. 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

### FESTIVAL ART HOURS

Festival hours are Saturday from 11am to 10pm and Sunday from 11am to 9pm. Artists are only required to stay open until 7pm both days. Artists are welcome to stay open for later if you would like as the fest stays open for food and music.

### BOOTH NUMBER

Visit [amdurproductions.com](http://amdurproductions.com) about **30 Days Prior** to festival for your **Booth Number** which will impact your **Flight Number/Setup time**

### GPS COORDINATE ONLY

**140 N Sangamon St**  
Chicago, IL 60607

### CHECK-IN

Friday, September 16:  
11pm: All booth numbers

Saturday, September 17: 5am-7:30am: All artists

Exact location will be in a tent on Sangamon Street, just north of Washington Boulevard. Approximate GPS coordinate is **140 N Sangamon St**. Chicago, IL 60607.

Please have your valid government issued ID ready. **Do not bring your car into the festival area before 11pm Friday** so that we can be sure all of the public's cars are removed.

### SET-UP

**Please see [amdurproductions.com](http://amdurproductions.com) for your booth number which will impact your flight time stated below.**

Friday, September 16

**All Booth Numbers:** 11p – Set Up can continue through the evening.

Saturday, September 17

**All Booth Numbers:** 5am-7:30am, All Artists. Vehicle entry as allows. Set-up must

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be done by 9:30am.

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**HASHTAG**

While posting, tweeting, and pinning, don't forget to include **#WestLoopArtFest** and tag us **@AmdurProductions**

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**FEST PHONE**

**(224) 253 2330:** To reach our staff from festival set up through take down.

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## THE DIRECTIONS

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**FROM THE NORTH**

Take 94 towards Chicago. Exit at 51B for W Randolph Street. Take the first left onto Halsted Street. Take that one block to Washington Blvd and turn right! You are at the festival.

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**FROM THE SOUTH**

Take 94 West to Chicago. Take exit 53B on the left for Interstate 55 S/ 90 W/ 94 W. Keep left to stay on 90W/94W. Exit on 51D towards Madison Street. Turn left onto Madison Street. Turn right onto Halsted Street. Take that one block to Washington Blvd and turn right! You are at the festival.

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## THE DETAILS

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**ACCESSIBILITY**

Every effort is made to make the West Loop Art Fest an open access event for artists and the public. If you have special needs, please call the office, 847-926-4300, and prior to the festival or notify any on-site staff.

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**AWARDS**

Judging will take place Saturday. Ribbons are distributed Saturday afternoon or Sunday morning.

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**BREAK DOWN**

At the festival's conclusion on Sunday night at 7pm you may begin to take down your booth **and DOLLY OUT**. Anyone breaking down before 7pm will not be invited to participate in the festival again. No vehicles will be able to drive to their booth until the close of the event AND when all the public is cleared from the venue. This is for the safety of the public.

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**FEST RULES**

- 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

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**PARKING**

Parking is available in the Skybridge parking garage located at 1 N. Halsted Street, Chicago, IL 60661.

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**PERMIT**

City of Chicago requires a permit per artist. There is no paperwork that artists need to submit for this permit. Your \$25 fee should have been submitted with your registration form. Amdur Productions will submit to the City on your behalf.

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**SECURITY**

Chicago is a big city. People have been around the block once or twice here. Don't

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worry; just be smart. Don't think that purses or cash drawers are safe because you "hid" them under a blanket, coat or your favorite magazine under the counter in your booth. Do what Chicago Police recommend: at a festival wear cash belts or "fanny" packs to hold cash. We will again have security at the festival to KEEP IT A SAFE FESTIVAL.

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**SAFTEY**

When driving into the festival area at load in or load out:

- Keep your windows down, radio off
  - Keep flashes on
  - Drive slowly- watch for children, dogs and people in area
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**SET-UP**

Dates/Times are found above. Please obey traffic laws. When unloading your vehicle, please keep your flashers on, and park as close to the sidewalk as possible. We have a big show to set-up in a short time, so please make it better for all by being kind to each other. At least one Amdur Productions staff person will be assigned to each area of the festival. Amdur staff is easily identifiable by the bright, lime green staff shirts they will be wearing. Please direct questions to your local staff person who will be carrying a 2-way radio. **Please remember to bring adequate weights.** See "weights" under general information in the beginning of this packet for more info. ***If you require an absolutely level booth, please bring shims.***

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**TAX RATE**

Illinois tax forms can be found on our website, [www.amdurproductions.com](http://www.amdurproductions.com). The sales tax rate in Chicago is **10.25%**.

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**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.

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**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](mailto:Jill@AmdurProductions.com) with your name and their name. It's that easy!

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## THE AREA

**ATM/BANK**

**Bank of America:** East end of the festival. Halsted and Washington  
**Chase:** Mid-festival. Washington and Sangamon.

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**FOOD**

Many great restaurants are in the festival area and one block north on Halsted on Randolph street. There is a Dunkin Donuts on Washington in the festival area for a quick snack.

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**GAS STATION**

**Shell:** 1001 W Jackson Blvd  
Chicago, IL 60607

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**GROCERY**

**Whole Foods:** one block south on Halsted  
1 N Halsted St  
Chicago, IL 60614

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**HARDWARE STORE**

**Consumers Supply Company**  
1110 W Lake St  
Chicago, IL 60607

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**LOCAL ENTERTAINME**

If you have time, there is so much to do in Chicago. Walk down beautiful Michigan Avenue, take a boat ride on the Chicago River and Lake Michigan, pick up at the base

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<b>NT</b>	of the Wrigley Building on Michigan Avenue near Wacker. Go see “The Bean” at Millennium Park on Michigan Ave. Nearby museums include the Art Institute, Museum of Contemporary Art, Field Museum, Shedd Aquarium, and Museum of Science and Industry.
<b>PHARMACY</b>	<b>Walgreens:</b> 2 ½ blocks south on Halsted 111 S Halsted St Chicago, IL 60661
<b>POST OFFICE</b>	<b>US Post Office</b> 168 N Clinton St Chicago, IL 60661
<b>TARGET</b>	<b>Target</b> 1101 W Jackson Blvd Chicago, IL 60607

### Amy’s Top Ten Tips for the West Loop Art Fest in Chicago

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 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 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.