

# Millennium Art Festival

## FESTIVAL INFORMATION

July 8 • 11am - 6pm  
 July 9 • 10am - 6pm  
 July 10 • 10am - 5pm

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 Spinal Cord Injury Association of Illinois is a 501(c)3 non-profit organization providing information and support resources for people paralyzed by trauma and medical conditions, family members, and health care and related professionals that service the SCI community is the non-profit that is 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](http://amdurproductions.com) about **30 Days Prior** to festival for your **Booth Number** which will impact your **Flight Number/Setup time**

**GPS COORDINATE ONLY** 205 N. Michigan Avenue  
 Chicago, Illinois 60601

### CHECK-IN

**DRIVE THRU CHECK-IN!** Artist check-in will occur at the southeast corner of Lake and Michigan Ave. Artists may pull up to the intersection of Michigan and Lake in the east-most lane, Northbound on Michigan Avenue and an Amdur Staff person will direct artists to a special check-in waiting area on Lake St. Please have your valid government issued ID ready.

**Do not bring your car into the festival area before 6 pm Thursday** 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.

#### Check-in/Load-in Times

All artists are welcome to check-in and load-in at the times below. **If you miss your designated flight time on Thursday, you might have to wait to drive on to the festival ground or you may have to dolly in.** If you miss the Check-In time on Thursday evening, you may come Friday morning.

#### Load-In Thursday Evening, July 7

Flight One: 7pm-8:30pm Booths 6-34, 97-130

Flight Two: 8:30pm- 10pm Booths 35.5-60, 168-171

Flight Three: 9pm-10pm Booths 1-5, 173-175 **Strict Drop and Drive: These artists can stage on the sidewalk until 10pm. No tents/art on the street until 10pm.**

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Flight Three: 10pm – 10:30pm Booths 62-69  
Check-in will be closed at 10:30pm.

**Load-In Friday Morning, July 8**

6am-9:30am: All Artists. Vehicle entry as allowed

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**HASHTAG**

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

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**FEST PHONE**

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

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## THE DIRECTIONS

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**FROM THE SOUTH OR EAST**

Take the **Chicago SkyWay** which leads into Interstate 94 WEST. Continue on 94 to the Congress Street Exit. This is a main exit from the highway, clearly marked. Go EAST on Congress (a big wide multi-lane street which only goes east) to Michigan Avenue. Go left on Michigan (Northbound) a few blocks to Lake Street.

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**FROM THE WEST**

I-290 East to 94. Go direction Milwaukee (north on a map) but marked West on signs. Once in the Chicago area, exits will be just minutes apart. Watch the signs and go EAST on Congress (a big wide multi-lane street which only goes east) to Michigan Avenue. Go left on Michigan (Northbound) a few blocks to Lake Street.

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**FROM THE NORTH AND SOUTH USING I-94**

Head to Chicago. Once in the Chicago area, exits will be just minutes apart. Watch the signs and exit at Congress. This is a main exit from the highway, clearly marked. Go EAST on Congress (a big wide multi-lane street which only goes east) to Michigan Avenue. Go left on Michigan (Northbound) a few blocks to Lake Street.

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## THE DETAILS

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**ACCESSIBILITY**

Every effort is made to make the Millennium Art Festival 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 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. Vehicles without an exit pass will not be allowed entry. Traffic will be one way. Streets must be clear and open by 10 pm. Artists may choose to dolly out after 5pm.

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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.
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	<ul style="list-style-type: none"> <li>• No motorized vehicles in festival area</li> <li>• No smoking in the festival area, in or around your booth.</li> <li>• No chairs or sitting in the paved walking lane</li> </ul>
<b>PARKING</b>	We partner with the garages downtown to get a flat rate and unlimited ins-and-outs. Check our web site for forms and more information.
<b>PERMIT</b>	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.
<b>RECYCLE</b>	<b>Please use your best efforts to recycle!!!</b>
<b>SECURITY</b>	Chicago is a big city. People have been around the block once or twice here. Don't 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. Do not leave cash boxes in your booth at night. We will again have security at the festival to help KEEP IT A SAFE FESTIVAL.
<b>SAFTEY</b>	When driving into the festival area at load in or load out: <ul style="list-style-type: none"> <li>• Keep your windows down, radio off</li> <li>• Keep flashes on</li> <li>• Drive slowly- watch for children, dogs and people in area</li> </ul>
<b>SET-UP</b>	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.
<b>TAX RATE</b>	Illinois tax forms can be found on our website, amdurproductions.com. The sales tax rate in Chicago is <b>9.25%</b> .
<b>WEIGHTS &amp; TENTS</b>	Amdur Productions will supply the weights. All tents must be weighted properly and be white. Artists bring their own rope.
<b>IN ADDITION</b>	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

<b>ATM/BANK</b>	Chase Bank – 206 N. Michigan Ave. ATMs will also be available on-site
<b>FOOD</b>	A variety of eat-in and take out restaurants are in the area: Try the Pedway under ground (enter on Beaubien thru the Prudential building and take the escalator down) for fast food and Starbucks, Giordanos on Beaubien, So many more...just walk the area, or ask staff for a recommendation.
<b>GAS STATION</b>	Ohio and LaSalle
<b>GROCERY</b>	Bockwinkel's – 222 N. Columbus Ave

<b>HOME DEPOT</b>	1300 S. Clinton Street or 1232 W North Avenue
<b>LOCAL ENTERTAINMENT</b>	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 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>	CVS on site and Walgreens, Michigan and Lake, right across the street.
<b>POST OFFICE</b>	Dearborn and Ohio
<b>TARGET</b>	1154 S. Clark St.

### Amy's Top Ten Tips for the Millennium Art Festival 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 (just 1 block south), 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** and remember we are in a downtown Chicago park.
9. Bring lots of **weights and weigh down your tent** or stake down WHEN YOU SET UP YOUR TENT.
10. Lift from the knees.