



## FESTIVAL INFORMATION

May 21 • 10am - 6pm  
 May 22 • 11am - 6pm

festival phone  
 (224) 253-2330

office phone  
 (847) 926 4300



## NEW! Green Ribbon Project

<b>What?</b>	We are pleased to announce an <u>optional program</u> for artists to support an important cause as well as support sales. The Lung Cancer Alliance is the oldest and leading non-profit organization dedicated to saving lives and advancing research by empowering those living with and at risk for lung 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.
<b>Why?</b>	The public feels good buying this special piece knowing some of the proceeds goes to the cause. You sell the piece.

## THE OVERVIEW

<b>BOOTH NUMBER</b>	Visit <a href="http://amdurproductions.com">amdurproductions.com</a> about <b>30 Days Prior</b> to festival for your <b>Booth Number</b> which will impact your <b>Flight Number/Setup time</b>
<b>GPS COORDINATE ONLY</b>	100 Oakbrook Center Oak Brook, Illinois 60523
<b>CHECK-IN</b>	<u>Friday, May 20: 9pm-10:30pm</u> <u>Saturday, May 21: 6am - 9am</u> Location will be announced one week prior to festival via email. Artists must check-in in person with a valid government issued ID.
<b>SET-UP</b>	<b>Please see <a href="http://amdurproductions.com">amdurproductions.com</a> for your booth number. If you cannot make the Friday night flight time, you may set up Saturday morning but you MUST be set up before the opening Saturday at 9am. All artists must DOLLY-IN.</b> Show location is in the INTERIOR outdoor courts of the center. <u>Friday, May 20:</u> 9pm-midnight. Artists who wish to set up in this time MUST check-in by 11pm and wear the badges found in their check-in pack to be cleared by security. <u>Saturday, May 21:</u> 6am - 9am. Set up MUST be complete by 10am.
<b>HASHTAG</b>	While posting, tweeting, and pinning, include <b>#SpringFestivalOakBrook</b> and tag us <b>@AmdurProductions</b>
<b>FEST PHONE</b>	<b>(224) 253 2330 during fest weekend only:</b> To reach our staff from festival setup through take down

## THE DIRECTIONS

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<b>FROM THE NORTH</b>	Take 94 E to 294 S: Take 88 W towards Aurora. Get off on 83. Continue onto Spring Rd and take a left into the Oakbrook Center.
<b>FROM INDIANA</b>	Take 65 N to 294 N. Take 88 W toward Aurora. Get off on Route 83. Continue onto Spring Rd and take a left into Oakbrook Center.
<b>FROM THE SOUTH</b>	Take 57 N to 294 W. Take 88 W toward Aurora. Get off on Route 83. Continue onto Spring Rd and take a left into Oakbrook Center.

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## THE DETAILS

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<b>ACCESSIBILITY</b>	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.
<b>ARTIST BREAK ROOM</b>	Same location as check-in. The artist's break room features coffee, water, snacks, restrooms, and a great place to refresh all weekend.
<b>AWARDS</b>	Judging will take place Saturday. Ribbons are distributed Saturday afternoon or Sunday.
<b>BREAK DOWN</b>	At the festival's conclusion on Sunday night at 6pm you may begin to take down your booth. Anyone breaking down before 6pm will not be invited to participate in the festival again. Once your booth is broken down, you will be given an <b>exit pass</b> and allowed to bring your vehicle back to the loading point you used at set-up.
<b>CHECK-IN</b>	Location will be announced one week prior to the festival via email. Artists must check-in in person with a valid government issued ID.
<b>FEST RULES</b>	<ul style="list-style-type: none"><li>• Artist(s) must be present, no reps in their place</li><li>• All work must be original. No buy/sell.</li><li>• All work and booth displays must be in line with juried images</li><li>• All booths must be safe, overhangs at 7 feet or higher, &amp; <b>MUST BE WEIGHTED DOWN</b></li><li>• No more than 2 people working a booth per 10 x 10</li><li>• No webbed lawn chairs allowed, in or behind the booth.</li><li>• No sleeping in tent or in festival area overnight</li><li>• No cars/trucks allowed in festival area.</li><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><li>• All booths must be white only</li><li>• No exterior signage or flags allowed</li></ul>
<b>PARKING</b>	Free parking, including overnight and oversized vehicle parking will be available. Maps and parking permits will be distributed at check-in. If you plan to drop your hitch, please duct tape a parking permit to it.
<b>PERMIT</b>	The Village of Oak Brook does not require a permit.

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<b>SECURITY</b>	Security will be on-site through out the festival and 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.
<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 above. <b>All artists must DOLLY-IN.</b> Please remember to bring a dolly/push cart. Closest entry points will be given to you at check in. Artists will drive to entry point area and off load. Please bring your dolly or wheeled cart. We will provide assistance to those who indicate it on their registration form prior to the festival. <b>Please remember to bring adequate weights.</b> See "weights" under general information in the beginning of this packet for more info.
<b>TAX RATE</b>	Illinois tax forms are available on our website. The sales tax rate in Oak Brook is <b>7.75%.</b>
<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!
<b>WEIGHTS</b>	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. No flags or signage may extend from your tent.

## THE AREA

<b>ATM/BANK</b>	Four ATM locations within the mall: Professional Building, Arcade, Food Court, and Macy's
<b>FOOD</b>	The following is available within the mall: Auntie Anne's, California Pizza Kitchen, Cheesecake Factory, Maggiano's Little Italy, Old Town Pour House (over 90 beers on tap!), Red Robin, Starbucks, Stir Crazy, Subway, and much more!
<b>GAS STATION</b>	<b>Thorntons:</b> 250 E Roosevelt Rd Villa Park, IL 60181 <b>BP:</b> 11201 W Cermak Rd Westchester, IL 60154
<b>GROCERY</b>	<b>Costco</b> 1901 W 22nd St Oak Brook, IL 60523 <b>Jewel-Osco</b> 944 S York Rd Elmhurst, IL 60126
<b>HOME DEPOT</b>	<b>The Home Depot - Oakbrook Terrace</b> 17W734 22nd St Oakbrook Terrace, IL 60181
<b>LOCAL</b>	<b>AMC Oakbrook 4</b>

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<b>ENTERTAINMENT</b>	Oakbrook Center 300 Oakbrook Center
<b>PHARMACY</b>	<b>Walgreens</b> 200 E Roosevelt Rd Villa Park, IL 60181
<b>POST OFFICE</b>	<b>US Post Office</b> 1314 Kensington Rd Oak Brook, IL 60523

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## **Amy's Top Ten Tips for the Spring Art Festival in Oak Brook**

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 Oakbrook:** Visit the Drury Lane Theater for a play. 630.530-0111
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.