



FESTIVAL INFORMATION

July 16-17 • 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. 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 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	3811 N. Southport Avenue Chicago, Illinois 60613
CHECK-IN	<p><u>Load-In Friday Night, July 15</u> 10:30pm-11:00pm: All artists may load in. This will be a strict drop and drive ONLY. No setting up your tent before your vehicle is off the street.</p> <p><u>Load-In Saturday Morning, July 16</u> 5am – 8:30am: All artists may load in. This will be a strict drop and drive ONLY. No setting up your tent before your vehicle is off the street. From 90/94, go east on Addison. Turn left onto Wayne Avenue then turn left onto Grace. Please have your valid government issued ID ready. Do not bring your car into the festival area before 5am Saturday 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.</p>
HASHTAG	While posting, tweeting, and pinning, include #SouthportArtFestival 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 94 towards Chicago. Exit off of Addison. Turn left on Addison. Turn left onto Southport and the festival is on Southport between Grace and Waveland.
FROM THE SOUTH	Take 55 North. Take I-90 W/I-94 West to W Armitage Ave in Chicago. Take exit 48A from I-90 W/I-94 W. Take a right onto Armitage and then a quick left onto Ashland. Follow Ashland until Addison and take a right onto Addison. Then turn left onto Southport and the festival is on Southport between Grace and Waveland.

THE DETAILS

ACCESSIBILITY	Every effort is made to make the Southport Art Festival an open access event 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.
AWARDS	Judging will take place Saturday. Ribbons are distributed Saturday afternoon or Sunday morning.
BREAK DOWN	At the festival's conclusion on Sunday night at 5pm you may begin to take down your booth and DOLLY OUT . 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.
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	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.
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.
SECURITY	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. We will again have security at the festival to KEEP IT A SAFE FESTIVAL .
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 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.***

TAX RATE

Illinois tax forms can be found on our website, amdurproductions.com. The sales tax rate in Chicago is **10.25%**.

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

CVS Pharmacy just one block south of the festival on Southport

FOOD

Bulerias Tapas Bar south of the festival, Cafe Tola and D'Agostino's Pizza and Pub are all south of the festival on Southport. There is a Jewel Osco (on Southport north of Addison) and Southport Grocery and Café (on Southport, south of Addison). There is also Lulu Belle's Pancake House and Dairy Queen in the festival footprint.

GAS STATION

Circle K - 801 W Addison Street, Chicago, IL 60613 (corner of Addison and Halsted)
BP-841 Irving Park Road, Chicago, IL 60613 (corner of Irving Park and Halsted)

GROCERY

Jewel Osco just south of the festival before you get to Addison on Southport

HARDWARE STORE

Klein True Value Hardware - 3737 N Southport Avenue, Chicago, IL 60613

LOCAL ENTERTAINMENT

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.

PHARMACY

CVS on Southport just south of the festival, north of Addison

POST OFFICE

3635 N Lincoln Avenue, Chicago, IL 60657

TARGET

West on Addison before you get to 94 on your left.
2939 W Addison Street, Chicago, IL 60618

Amy's Top Ten Tips for the Southport 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, 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.