

Millennium



Festival

FESTIVAL INFORMATION

Friday, July 6 • 11am - 6pm
Saturday, July 7 • 10am - 6pm
Sunday, July 8 • 10am - 5pm

festival phone
(224) 253-2330

office phone
(847) 926 4300



THE OVERVIEW

BOOTH NUMBER	Visit amdurproductions.com prior to festival for your Booth Number which may impact your Flight Number/Setup time
GPS COORDINATE ONLY	205 N. Michigan Avenue Chicago, Illinois 60601
CHECK-IN	<p>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.</p> <p>Do not bring your car into the festival area before 7 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.</p> <p>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.</p> <p>Load-In Thursday Evening, July 5 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. Flight Three: 10pm – 10:30pm Booths 62-69 Check-in will be closed at 10:30pm.</p> <p>Load-In Friday Morning, July 6 6am-9:30am: All Artists. Vehicle entry as allowed</p>
HASHTAG	While posting, tweeting, and pinning, include #MillenniumArtFestival and tag us @AmdurProductions
FEST PHONE	(224) 253 2330: To reach our staff from festival setup through take down

THE DETAILS

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.

AWARDS

Judging will take place Saturday. Ribbons are distributed 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. 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.

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

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

The 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. 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 even if they are empty. We will again have security at the festival to help **KEEP IT A SAFE FESTIVAL.**

SAFTEY

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

- Keep your windows down, radio off
 - Keep flashers on
 - Drive slowly- watch for children, dogs and people in area
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TAX RATE

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

WEIGHTS & TENTS

Amdur Productions will supply the weights. All tents must be weighted properly and be white. Artists must bring their own rope to tie down to weights.

The Green Ribbon Project

What?

The Millennium Art Festival will feature an optional program for artists to support sales and also support an important cause. Artists may opt in by putting 1 or more special ribbon(s) on their art. 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 write a check to the non-profit.

Why?

The public feels good buying this special piece knowing some of the proceeds goes to the cause. You sell the art!

THE AREA

ATM/BANK	Chase Bank – 206 N. Michigan Ave.
FOOD	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.
GAS STATION	Ohio and LaSalle
GROCERY	Bockwinkel's – 222 N. Columbus Ave
HOME DEPOT	1300 S. Clinton Street or 1232 W North Avenue
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 site and Walgreens, Michigan and Lake, right across the street.
POST OFFICE	Dearborn and Ohio
TARGET	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. Eblast **festival postcards** by pdf to your lists.
8. **Be prepared for inclement weather** and remember we are in a downtown Chicago park.
9. Bring extra **weights and weigh down your tent**.
10. Lift from the legs. Avoid injury.