



PORT CLINTON ART FESTIVAL

FESTIVAL INFORMATION

Sat. August 25 • 10am-6pm
Sun. August 26 • 10am-6pm

festival phone
(224) 253-2330

office phone
(847) 926 4300



THE OVERVIEW

GPS COORDINATE ONLY

600 Central Ave
Highland Park, Illinois 60035

Artists must check-in in person with valid government issued ID. If two artists are listed as exhibitors, both **MUST** be present at check-in. Exact check-in location will be announced a week before the festival. Flights are based on time of street closure.

Friday, August 24:

Flight 1: 6AM-8AM

Even Numbers: 302-388: East Side of First St. North
Even Numbers: 402-466 on First St. South
Even Numbers: 500-542 on Second St. South
Odd Numbers: 501-551 on Second St. North

Flight 2: 8:30AM-10:30AM

Booth Number 604
Odd Numbers: 301-381: West side of First St. North
Odd Numbers: 401-453 AND 400 on First St. South
Even Numbers: 546-566 midline booths on Second St.

Flight 3: 3PM-4:30PM

Odd Numbers: 103-125
Booth Number 140
Even Numbers: 204-254 on Second St. North

Flight 4: 5:30PM-6:30PM

Booth Numbers 600, 601, 602
Booth Numbers 200, 201, 202
Even Numbers: 100-130
Booth Number 101, 200 & 202
Odd Numbers: 201-255 on Second St. North
Booth Number 544

Flight 5: 6:00PM – 8:00PM

ALL Booths can set-up. Artists arriving at this time artists may be required to dolly in to their space.

CHECK-IN & SET UP

Check-In Saturday, August 25**6AM – 7AM: All Artists****ALL Booths can set-up. Artists arriving at this time artists may be required to dolly in to their space. ALL artists must be checked in by 7am on Saturday.****ALL artists must be checked in by 7am on Saturday.** Artists not checked-in in person by 7am will be considered “no-shows” and their space given to a wait list artist. No refunds. **Failure to read this does not excuse you from this rule.**

MANDATORY STAGING**NO ARTIST PARKING OR VEHICLE ENTRY IN FESTIVAL AREA BEFORE 6AM FRIDAY SO THAT WE CAN GET ALL OF THE PUBLIC'S CARS OUT. ARTISTS ARRIVING BEFORE 6AM MUST PARK OUTSIDE OF THE FESTIVAL GROUNDS.**

TASTE OF HIGHLAND PARK

The *Taste of Highland Park* is the food area of the festival. Located on Central Avenue, adjacent to the festival between 1st and 2nd St. Taste Hours are Friday 5PM-10PM, Saturday 10AM-10PM and Sunday 10AM-6PM. Artists may stay open later on Saturday night if they wish

HASHTAGWhile posting, tweeting, and pinning, include **#PortClintonArtFestival** 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 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.

ARTIST BREAK ROOM

Port Clinton Square, Main Plaza. The artist's break room features snacks, restrooms, and a great place to refresh all weekend.

ARTIST PARTY

Join us Sunday morning for an Awards Breakfast in the South Plaza.

AWARDS

Judging will take place Saturday. Ribbons will be distributed Sunday morning at the Awards Breakfast.

BREAK DOWN

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 exit pass and allowed to bring your vehicle back into the area to your location in the following order.

ALL ARTISTS MAY CHOOSE TO DOLLY OUT AFTER 6:00PM WITHOUT A PASS.

ELIGIBILITY

The Port Clinton Art Festival presents artists' hand original work, not the work of mass production studios. **Only originals are allowed to be exhibited on the walls of your display. Iris prints and Giclees are considered commercial prints. Please do not try to pass these prints off as originals.** Embellished giclees are considered giclees and not originals. See **PRINTS** section below. Artists themselves must be present throughout the entire festival. If the work is produced by more than one artist, all artists must plan on attending. Artists showing separately produced work under one name are not allowed. No spouses or other representatives are allowed in place of the artist.

FEST RULES

- Only outdoor rated extension cords allowed (Fire department checks!)
- Artist(s) must be present, no reps in their place

	<ul style="list-style-type: none"> • 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 during the event. • 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	<p>Free parking, including overnight and oversized vehicle parking will be available. ARTISTS MUST PARK IN DESIGNATED LOTS ONLY. You will receive a coded parking permit and map at check-in. Please place this on the dashboard of your vehicle's driver side. <i>Any cars/vans found parked in any other area will be recorded by Highland Park Police and that exhibitor will not be allowed back to the festival next year.</i></p> <p><u>PLEASE, NO PARKING AT ANY TIME UNDER THE PORT CLINTON SQUARE BUILDING!!!</u> The only exception is if you have a current and valid Handicap permit and park in a handicap spot.</p>
PERMIT	<p>The City of Highland Park requires a city permit. The permit will be given to you at check-in. All artists must have paid the City's \$60 permit fee (per 10X10 booth-double booths must pay 2 vendor fees, etc.) in order to exhibit.</p>
PRINTS	<p>COMMERCIALY PRODUCED PRINTS MAY BE SHOWN ONLY IN ONE FLIP BIN AND ONLY IF CLEARLY MARKED AS PRINTS. PRINTS INCLUDING GICLEES, IRIS, AND SIMILARS, MAY <u>NOT</u> BE DISPLAYED FRAMED OR IN ANY OTHER WAY ON YOUR SET-UP. ARTISTS FOUND IN ERROR OF THIS RULE WILL BE ASKED TO LEAVE THE FESTIVAL IMMEDIATELY WITHOUT REFUND.</p>
SECURITY	<p>Security will be on-site 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.</p>
SAFTEY	<p>When driving into the festival area at load in or load out:</p> <ul style="list-style-type: none"> • Keep your windows down, radio off • Keep flashers on • Drive slowly- watch for children, dogs and people in area
TAX RATE	<p>Illinois tax forms are available on our website. The sales tax rate in Highland Park is 8%.</p>
WEIGHTS & TENTS	<p>All tents must be weighted properly and be white. You will need 40lbs per leg. NO CINDER BLOCKS ARE ALLOWED. NO WATER JUGS ARE ALLOWED! Amdur Productions is unable to provide weights of any type on site. Artists without tent weights will not be allowed to use a tent.</p>

The New First Amendment Art Contest at the Show- OPTIONAL

What?	The First Amendment is critical in the lives of artists as it is the amendment that relates to the creation of visual statements. Portray how one or more of the five freedoms in the First Amendment affects life.
Who? When? Where?	"Congress shall make no law respecting an establishment of religion or prohibiting the free exercise thereof; or abridging the freedom of speech, or of the press; or the right of the people peaceably to assemble, and to petition the Government for a redress of grievances". At check in, participants receive a special ribbon that is hung under your entry in your booth. Judges will review your submission at the time of festival judging. All media welcome.

The Green Ribbon Project

What?	The Port Clinton Art Festival will feature an <u>optional program</u> 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 directly 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	Bank of Highland Park – 1 st Street and Central Ave. Bank of America – 1921 St. Johns Ave. Chase Bank – 513 Central Ave.
FOOD	Multiple restaurants exist in the festival footprint, including Sushi Badaya, Dairy Queen, Walker Brothers, Real Urban BBQ (great bbq!), Beelow's, Blaze Pizza, Once Upon a Bagel and more!
COFFEE	Coffee Speaks, an independent Java café is located near the elevators of the Port Clinton Building.
GAS STATION	BP – one block west on Central Ave.
GROCERY	Sunset Foods – one block west at Central Ave and Green Bay Rd.
HOME DEPOT	Home Depot – 655 Lake Cook Rd. (847) 564-8601 Ace Mutual Hardware – Corner of Half Day Road and Route 41.
LOCAL ENTERTAINMENT	<u>Hidden Creek Aqua Park</u> : On Central Avenue, blocks from the festival. Pool, with multiple slides, locker rooms, showers , etc. Friday & Saturday 9AM – 8PM, Sunday 10AM-7PM. <u>Ravinia</u> : This world-renowned music festival is located in Highland Park, 10 minutes from the festival. Tickets are available by calling 847-266-5100. Park opens at 10:00AM. Friday : Beach Boys 7p Saturday : Good vibes with Jason Mraz 7p
PHARMACY	Walgreens on Elm and Second St.
POST OFFICE	Three blocks west on Central.

Amy's Top Ten Tips for the Port Clinton Art Festival

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. We have all day Friday to load in. 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 Highland Park**: Visit the Ravinia.org for concerts, shows, festivals, and family fun.
7. Eblast **festival postcards** by pdf to your lists.
8. **Be prepared for inclement weather**.
9. Bring lots of **weights and weigh down your tent**.
10. Lift from the legs. Avoid injury.