



**FESTIVAL INFORMATION**  
 Sat., July 28 • 10am-5pm  
 Sun., July 29 • 10am-5pm

festival phone  
 (224) 253-2330

office phone  
 (847) 926 4300

**AMDUR**  
 PRODUCTIONS

## THE OVERVIEW

<b>BOOTH NUMBER</b>	Visit <a href="http://amdurproductions.com">amdurproductions.com</a> prior to the festival for your <b>Booth Number</b> which may impact your <b>Flight Number/Setup time</b>
<b>GPS COORDINATE ONLY</b>	700 Vernon Ave. Glencoe, Illinois 60022
<b>CHECK-IN &amp; SET UP</b>	<p>Check in will be in a tent in the parking lot across the street from Town Hall. Approximate address is 675 Village Ct, Glencoe, IL 60022. Look for our yellow Artist Check In signs to help guide you!          Artists must check-in in person with a valid government issued ID.</p> <p><b>Friday, July 27</b>  <b>Flight One:</b> 6pm-7pm, Drop and Drive. Booths 5-11, 16.5-19, 39-47, and 95-117          Set up may continue as late as artists requires  <b>Flight Two:</b> 7:30pm-8:30pm, Booths 20.5-25, 52-60, 66.5-94, and 118-124  <b>Flight Three:</b> 8:30pm-9pm, Booths 11.2-16, 20, 37, 51, 61-64  <b>Do not bring your car into the festival area before 6:00 pm Friday</b> so that we can be sure all of the publics' cars are removed. There will be plenty of space for vehicles next to booths as we set-up in flights.</p> <p><b>Saturday, July 28</b>          6am-8am: All Artists. Vehicle entry as allowed. Check-In will close at 8am. Set-up must be completed by 9:30am.</p>
<b>HASHTAG</b>	While posting, tweeting, and pinning, include <b>#GlencoeFestivalofArt</b> and tag us <b>@AmdurProductions</b>
<b>FEST PHONE</b>	<b>(224) 253 2330:</b> To reach our staff from festival setup through take down

## THE DETAILS

<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 snacks, restrooms, and a great place to refresh all weekend.
<b>AWARDS</b>	Judging will take place Saturday. Ribbons are distributed Sunday.
<b>BREAK DOWN</b>	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 <b>exit pass</b> by a circulating staff member. This pass will allow you to bring your vehicle back into the

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area. Traffic will be one way. Vehicles without an exit pass will not be allowed entry. 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.
  - 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**

Please park in the big open lot at Vernon and Temple (two short blocks South of the festival's Southern end). Free parking, including overnight and oversized vehicle parking will be available all weekend. Maps and parking permits will be distributed at check-in. If you plan to drop your hitch, please duct tape a parking pass to it.

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**SECURITY**

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.

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**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 are available on our website, [amdurproductions.com](http://amdurproductions.com). The sales tax rate in Glencoe is **9%**.

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**WEIGHTS & TENTS**

**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.**

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## The Green Ribbon Project

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**What?**

The Glencoe Festival of Art 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 directly to the non-profit.

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**Why?**

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

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## THE AREA

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**ATM/BANK**

North Shore Community Bank & Trust: 362 Park Ave. Glencoe

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	<p>MB Financial Bank: 356 Park Ave., Glencoe  Harris Bank: 333 Park Ave., Glencoe  Bank of America: 332 Park Ave., Glencoe</p>
<b>FOOD</b>	<p>Multiple restaurants are in the festival area, including Apple A Day, Starbucks, Einsteins, Little Red Hen (great fried chicken to go), Foodstuffs (great tuna fish sandwiches and gourmet carry out) and Guild Hall (nice and good bar).  Check the packet you receive at check in for any special artist lunch order forms.</p>
<b>GAS STATION</b>	Shell: 635 Vernon Ave
<b>GROCERY</b>	The Grand, located at the South end of the festival on Vernon
<b>HOME DEPOT</b>	655 Lake Cook Road (847) 564-8601
<b>LOCAL ENTERTAINMENT</b>	<p>Go a few blocks east of the festival on Park and take a nice walk down to the beach. I usually take fried chicken from Little Red Hen. Great for sunrises too! If you have time, go to the <b>Chicago Botanic Garden</b> in Glencoe on Lake Cook Road, open until 9 pm. Beautiful. <b>Ravinia Music Festival</b> is close and great also. The new Writer's Theater in Glencoe has also just opened. <b>Saturday:</b> Chicago Symphony Orchestra 7:30pm</p>
<b>PHARMACY</b>	<p>Parkway Drugs: 353 Park Ave (847) 835-0387  Walgreens: 63 Green Bay Rd (847) 835-8417</p>
<b>POST OFFICE</b>	336 Hazel Ave. (South and east of Festival)
<b>TARGET, etc.</b>	<p>2241 Willow Road, Glenview  2099 Skokie Valley Rd, Highland Park</p>

## Amy's Top Ten Tips for the Glencoe Festival of Art

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 the area:** Visit the Ravinia in Highland Park for concerts, shows, festivals, and family fun. Visit the Chicago Botanic Garden in Glencoe.
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.