

ART AT THE GLEN

FESTIVAL INFORMATION

Sat., August 4 • 10am-5pm
Sun., August 5 • 10am-5pm

festival phone
(224) 253-2330

office phone
(847) 926 4300



THE OVERVIEW

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| BOOTH NUMBER | Visit amdurproductions.com prior to festival for your Booth Number which may impact your Flight Number/Setup time |
| GPS COORDINATE ONLY | The Glen Town Center 2030 Tower Drive Glenview, Illinois 60026 |
| CHECK-IN & SET UP | <u>Friday August 3</u> Flight One: 6pm-7pm: Booths 1-12, 25-88, 127-210 Drop and Drive. Set up may continue as late as artists need. Flight Two: 7:30pm: Booths 13-24 Set up may continue as late as artists need. <u>Saturday August 4</u> 6am-9:30am – All artists. Vehicle access as allowed. <u>YOU MUST CHECK IN BEFORE SETTING UP</u> 2657 Navy Blvd, Glenview. (Along the grass triangle mid festival). Follow directional signage to check-in. Artists must check-in in person with valid government issued ID. Streets will be barricaded and closed at 6 pm on Friday. Do not bring your car into the festival area before you check in so that we can be sure all of the public's cars are removed. |
| BOOTH DISPLAY | <u>Set Up Requirements</u> 1) All booths must be dressed on both the street and store side. 2) All booths must be accessible on both the sidewalk and the street sides. 3) There are many openings to store fronts all around the festival. Artists MUST NOT extend nor block these openings. 4) No booths can be deeper than 10' even though there may be space. 5) If you have a corner booth, please display on the outside wall. |
| HASHTAG | While posting, tweeting, and pinning, include #ArtAtTheGlen and tag us @AmdurProductions |
| FEST PHONE | (224) 253 2330: To reach our staff from festival setup through take down |

THE DETAILS

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| 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 | Same location as check-in. The artist's break room features snacks, restrooms, and a great place to refresh all weekend. |
| AWARDS | Judging will take place Saturday. Ribbons are distributed Sunday. The Artist's Party |

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| | will take place at Ra Sushi at 5:30pm Saturday, immediately following the festival. |
| 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. Traffic will be one way. Vehicles without an exit pass will not be allowed entry. Artists may choose to dolly out any time after 6pm. |
| FEST RULES | <ul style="list-style-type: none"> • Artist(s) must be present, no reps in their place • All booths must be dressed on street and store side and accessible from the sidewalk and the street • 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 | Free parking, including overnight and oversized vehicle parking will be available. ARTISTS MUST PARK IN THE DESIGNATED AREA. Maps and parking permits will be distributed at check-in. If you plan to drop your hitch, please tape a parking permit to it. |
| 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. |
| 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 flashers on • Drive slowly- watch for children, dogs and people in area |
| TAX RATE | Illinois tax forms are available on our website, amdurproductions.com. The sales tax rate in Glenview is 9.75% . |
| 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 AS WEIGHTS 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. |

The Green Ribbon Project

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| What? | The Art at the Glen 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

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| ATM/BANK | Available at Washington Mutual, within the festival. |
| FOOD | Multiple restaurants exist in the festival footprint, including: Ben & Jerry's (Ice cream, sorbet, and frozen yogurt), Bravo! Cucina Italiana (Authentic Italian cuisine), Egg Harbor Cafe, Noodles & Company (A large selection of noodle dishes), Potbelly Sandwich Works (Toasty sandwiches), Starbucks (Your one-stop coffee shop), Yard House (Great food, classic rock, and a large selection on tap), and Ra Sushi (Great sushi restaurant), and more. Check the packet you receive at check in for any special artist lunch order forms. |
| GAS STATION | Shell: 750 Waukegan Road. |
| GROCERY | Jewel: 2502 N. Waukegan Road, Glenview Mariano's: 25 Waukegan Rd, Glenview |
| HOME DEPOT | Near the intersection of Patriot Blvd. and Willow Rd. |
| LOCAL THINGS TO DO | Ravinia: This world-renowned music festival is located in Highland Park. Tickets are available by calling 847-266-5100. Lawn admission is \$10-\$15 per person. Friday: Whoopi, 8pm Saturday: Chicago Symphony Orchestra 7:30pm Movies: Movie theaters are on-site: Crown Theaters 10-Plex Golf: Glenview National 9—(847) 657-1613 |
| PHARMACY | Jewel: 2502 N. Waukegan Road, Glenview |
| POST OFFICE | Located at the intersection of Glenview Rd. and Church St |
| TARGET | On Willow Rd., 1 mile east of Patriot Blvd. |

Amy's Top Ten Tips for the Art at the Glen

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 Highland Park:** Visit the Ravinia.org for concerts, shows, festivals, and family fun. See a movie on-site.
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** or stake down **WHEN YOU SET UP YOUR TENT.**
10. Lift from the legs. Avoid injury.