



FESTIVAL INFORMATION

July 20 • 10am-5pm

July 21 • 10am-5pm

July 22 • 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 will impact your Flight Number/Setup time
GPS COORDINATE ONLY	435 N Michigan Ave Chicago, IL 60611
IMPORTANT INFO	<u>Carpet squares will be given to artists to put under tent poles. ANYTHING THAT WILL SCRATCH THE PLAZA FLOOR IS PROHIBITED.</u>
CHECK-IN	<p><u>Thursday, July 19: 7pm – 10:30pm</u> <u>Friday, July 20: 6am –7am/8am (depending on your space: read below)</u> 1st floor empty retail space. Follow the on-site signage to Artist Check-In. Artists must check-in in person with a valid government issued ID</p>
SET-UP	<p>Please see amdurproductions.com for your booth number which will impact your flight time stated below. If you cannot make your designated flight time on Friday, you may set up Saturday morning.</p> <p><u>Thursday, July 19</u> <u>Flight One 7p-8pm: Car moved by 8pm</u> Booths Loading in from Michigan Avenue: 1-10.1 Booths Loading in from City Front Plaza: 87-91, 101-107, 108-116, 123-130</p> <p><u>Flight Two 8p-9p: Car moved by 9pm</u> Booths Loading in from Michigan Avenue: 11-13, 72-75 Booths Loading in from City Front Plaza: 14-25, 67-71, 76-80, 91.5, 92, 99, 100</p> <p><u>Flight Three 9p-10p: Car moved by 10pm</u> Booths Loading in from Michigan Avenue: 93-98 Booths Loading in from City Front Plaza: 26-35, 61-66, 81-86</p> <p><u>Flight Four 10p-11p</u> Booths Loading in from Michigan Avenue: 117-122 Booths Loading in from City Front Plaza: 36-60</p> <p><u>Check-in will close at 11PM. Set up may continue.</u></p> <p><u>Friday, July 20 6am-8am:</u> All Artists: Artists MUST load in from their pre-assigned load in zones either Michigan Avenue or City Front Plaza. NO EXCEPTIONS. Check-in will close at 8AM. Michigan Avenue Set Up Times: 6AM – 7AM: Car moved by 7am per Chicago Police</p>

	City Front Plaza Set Up Times: 6AM - 8AM
HASHTAG	While posting, tweeting, and pinning, include #artfestMichiganAvenue 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/ FEST OFFICE	Same location as check-in, 1 st floor retail space. The artist's break room features snacks, restrooms, and a great place to refresh all weekend.
AWARDS	Judging will take place Friday. Ribbons are distributed Saturday afternoon.
FEST RULES	<u>Carpet squares will be given to artists to use under tent poles. ANYTHING THAT WILL SCRATCH THE PLAZA FLOOR IS PROHIBITED.</u>
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 DOES require a permit. The payment was included on your registration and should have been turned in to us prior to the festival.
SAFETY & 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.
WEIGHTS	All tents must be weighted properly and be white. You will need 40lbs per leg. NO CINDER BLOCKS OR 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.
TAX RATE	Illinois tax forms can be found on our website, amdurproductions.com . The sales tax rate in Chicago is 10.25% .

The Green Ribbon Project

What?	The artfest Michigan Avenue 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 contribution 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	There is an ATM in Walgreens across Michigan Avenue
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FOOD	A variety of eat-in and take out restaurants are in the area: McDonalds and Dunkin Donuts across Michigan Avenue on Hubbard and Rush Street. Star Bucks is located at 444 Michigan Avenue. Michigan Avenue has many restaurants as well
GAS STATION	631 N LaSalle St, Chicago, IL 60654
GROCERY	Walgreens across Michigan Avenue Whole Foods: 255 E Grand Ave, Chicago, IL 60611
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	Walgreens right across Michigan Avenue.
POST OFFICE	355 E Ohio St, Chicago, IL 60611
TARGET	1 S State St, Chicago, IL 60603

Amy's Top Tips for Artfest Michigan Avenue 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 **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.
3. Load in is by flights. **Come at your flight time and pace yourself**. No rushing required.
4. At the fest, water will be available in the Artist Break Room/Festival Office. Be sure to **drink plenty of water** and stay hydrated.
5. **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.
6. Eblast **festival info** to your mailing lists.
7. **Be prepared for inclement weather**.
8. Bring lots of **weights and weigh down your tent**.
9. Lift from the legs. Avoid injury.