

THE OVERVIEW

Here are the basics. Fest graphics & more at amdurproductions.com/artist-resources/

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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 | 3811 N. Southport Avenue Chicago, Illinois 60613 |
| CHECK-IN | Load-In Friday Night, July 13 10:30pm-11:00pm: All artists may load in. This will be a strict drop and drive ONLY. No setting up your tent before your vehicle is off the street. Load-In Saturday Morning, July 14 5am – 8:30am: All artists may load in. This will be a strict drop and drive ONLY. No setting up your tent before your vehicle is off the street. From 90/94, go east on Addison. Turn left onto Wayne Avenue then turn left onto Grace. Please have your valid government issued ID ready. Do not bring your car into the festival area before 5am Saturday 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. |
| HASHTAG | While posting, tweeting, and pinning, include #SouthportArtFestival 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 the Southport Art Festival an open access event 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. |
| 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 and DOLLY OUT . 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. |
| FEST RULES | <ul style="list-style-type: none">• 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 |
| PARKING | We have parking lot in the festival for rent. \$60 for Saturday and Sunday per space. Reserve prior to set-up |

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| | We partner with the garages in the area 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. We will again have security at the festival to KEEP IT A SAFE FESTIVAL. |
| 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 can be found on our website, amdurproductions.com. The sales tax rate in Chicago is 10.25% . |
| 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 FOR 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. |

Green Ribbon Project

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| What? | The Southport Art Festival will feature an <u>optional program</u> for artists to support sales and also support the local Southport Neighbor's Association. Artists may opt in by putting 1-4 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

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| ATM/BANK | CVS Pharmacy just one block south of the festival on Southport |
| FOOD | Bulerias Tapas Bar south of the festival, Cafe Tola and D'Agostino's Pizza and Pub are all south of the festival on Southport. There is a Jewel Osco (on Southport north of Addison) and Southport Grocery and Café (on Southport, south of Addison). There is also Lulu Belle's Pancake House and Dairy Queen in the festival footprint. |
| GAS STATION | Circle K - 801 W Addison Street, Chicago, IL 60613 (corner of Addison and Halsted) BP-841 Irving Park Road, Chicago, IL 60613 (corner of Irving Park and Halsted) |
| GROCERY | Jewel Osco just south of the festival before you get to Addison on Southport |
| HARDWARE STORE | Klein True Value Hardware - 3737 N Southport Avenue, Chicago, IL 60613 |
| 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 |

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| | Industry. |
| PHARMACY | CVS on Southport just south of the festival, north of Addison |
| POST OFFICE | 3635 N Lincoln Avenue, Chicago, IL 60657 |
| TARGET | West on Addison before you get to 94 on your left. 2939 W Addison Street, Chicago, IL 60618 |

Amy's Top Ten Tips for the Southport 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. 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, 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 lots of **weights and weigh down your tent** or stake down **WHEN YOU SET UP YOUR TENT**.
10. Lift from the legs.