

Hello Fine Art Festival Oakbrook Center Artists,

We are excited to have you exhibit your art at the **Fine Art Festival Oakbrook Center**, September 1-2, 2018!

Here's What You Need to Know

Green Ribbon Project

Get more exposure by sending us an image of the piece of art you will be designating for the Green Ribbon Project. This festival we are donating to Bright Pink. If you are participating and the piece you designate for the Green Ribbon Project sells, 10% of the sales from that piece of art will be donated to Bright Pink. [Click here to read more about Bright Pink.](#)

Are You Demonstrating On Site? Let us know so we can talk about it in our community outreach!

Bring A Water Bottle!

In our new initiative to be eco-friendly and reduce our carbon footprint, instead of plastic water bottles, we will have cold water available to refill your water bottle.

Storage

Back storage must be tidy and extend no more than 4' from the booth, where space is available.

Tent Weights

Every tent will need to have AT LEAST 40 pounds per tent leg and strong straps or rope to attach the weights to the tent. Weight inspections will occur before the festival opens and throughout the festival to keep everyone safe. Any artist that does not comply with these rules will be required to fix it before the festival opens. **No cinderblocks or water jugs allowed as weights.**

Corner and Double Space Requirements

An artist with a corner must either have the corner wall open or use the outside wall to display art. Double spaces must be occupied by two 10x10 tents OR one 10x20 tent.

How to get there

Check-in will be in an office in the lower part of Oakbrook Center. Park between Macy's and Lord & Taylor and follow the Artist Check In signs. GPS address for Oakbrook Center 100 Oakbrook Center, Oak Brook, IL 60523. Look for our yellow Artist Check In signs to help guide you!

Booth Number

[Click here to find your booth number.](#) We made every attempt to fill special requests. Booth numbers are subject to change. We will notify you of any changes.

Festival Map

Attached to this email

Load-in and Parking Map

Attached here

Check-in/Load-in Times

This is a **DOLLY-IN** show only! **Bring your dolly!** All artists are welcome to check-in and load-in at the times below. If you miss the Check-In time on Friday evening, you may come Saturday morning.

Check-In and Load-In Friday Evening, August 31

Check-In will be open from 9PM to 10:30PM. Artists who wish to set up in this time **MUST** check-in by 10:30PM and wear the badges found in their check-in pack to be cleared by security. Artists may continue setting up through the night, past 10:30pm. Artists wishing to load in after 10:30pm must call our festival phone during or before check-in to confirm your booth space number. Our festival phone number is 224-253-2330.

Load-In Saturday, September 1

Check-In will be open from 6AM to 8AM. Artists who wish to set up in this time **MUST** check-in by 8AM. Artists may continue to set up after 8am. Cars must be cleared of the loading area by 9AM on Saturday. Set up **MUST** be complete by 10am.

How Load In Works

Every artist will:

Pull up next to their load-in entrance

Unload all of their items to their space

Park their vehicle

Come back to their space

Set-up their booth

Parking

Regular and over-sized daily parking will be free and at the festival. **There is no overnight allowed at Oakbrook Center.**

Promote, Promote, Promote!

Pre-promotion is **EVERYTHING!** Attached to this email is a digital file of the festival poster for your emails blasts. **Congrats to Kate Hoyer for being our poster artist!** Email this poster to your client list and invite them to the Fine Art Festival Oakbrook Center! There is plenty of free parking for all your clients!

Facebook

Join the event on Facebook! Here's the link

<https://www.facebook.com/events/138232793702066/>. Once you've joined, invite all your friends on Facebook and post it on your Facebook page, Twitter feed, and in your blog on your website! Use the following hashtags when you post:

#FineArtFestivalOakbrookCenter #AmdurProductions

Type these into your post to tag us and the event: @Amdur Productions @Fine Art Festival at Oakbrook Center **Tip: if you copy and paste, it will often not work. Typing in the name is the way to go.**

If you need assistance with this, just call or email me and I'll help!

Questions?

Before the festival, call our office at [847-926-4300](tel:847-926-4300). If you are calling on the day of load-in, call our festival phone at [224-253-2330](tel:224-253-2330).

See you soon!