

Hello Barrington Art Festival Artist,

We are excited to have you exhibit your art at the **Barrington Art Festival**, Memorial Day Weekend, Saturday, May 26 & Sunday, May 27, 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 Barrington's White House. 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 Barrington's White House. [Click here to read more about Barrington's White House.](#)

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

#### 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.

#### 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.

#### NEW CHECK-IN LOCATION: How to get there

Check-in will be in the old Starbucks, corner of Hough and Station. GPS address is 123 S Hough St, Barrington, IL 60010. Follow the yellow Artist Check In signs.

#### 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 Map

Attached please find the staging, load-in, and parking map.

#### Check-In and Load-In Friday, May 25

**Flight One:** 5:30pm-7pm, Booths 48-65, 115.5-138, 141, 141.5

Drop and Drive. Set-up may continue as long as you need.

**Flight Two:** 7:30pm, Booths 15-37, 66-72, 86-111, 139, 140

Check-In will close at 9pm. Set-up may continue as long as you need.

#### Check-In and Load-In Saturday, May 26

6am-8am: All Artists. Vehicle entry as allowed. Check-In will close at 8am. Set-up must be completed by 9:30am.

#### How Load In Works

Every artist will:

Pull up next to their booth space

Unload all of their items to their space

Park their vehicle

Come back to their space

Set-up their booth

**\*\*Please do not set up your booth until your car is parked in the Artist Parking\*\***

### Parking

Free parking, including overnight and oversized vehicle parking will be available. Maps and parking permits will be distributed at check-in. If you plan to drop your hitch, please duct tape a parking permit to it.

### Artist Party!

Join us Saturday after the festival for free appetizers, cash bar, and an awards presentation at McGonical's, right within the festival footprint!

### Promote, Promote, Promote!

Pre-promotion is **EVERYTHING!** Attached is the promotional poster.

Email this poster to your client list and invite them to Barrington Art Festival! Parking for customers will be free and is located either on the streets around the festival, across the festival at Barrington's Village Hall (200 S Hough St, Barrington, IL 60010), or in the Public Parking Lot (210 W Station St, Barrington, IL 60010)!

### Facebook

Join the event on Facebook! Here's the link

<https://www.facebook.com/events/188754271846138/>. 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: #BarrintonArtFestival #AmdurProductions Type these into your post to tag us and the event: @AmdurProductions @Barrington Art Festival **\*\*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!