

Hello Promenade of Art Artist,

We are excited to have you exhibit your art at the **Promenade of Art Arlington Heights**, Saturday, June 9 & Sunday, June 10, 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 the Arlington Heights Historical Society. 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 Arlington Heights Historical Society. [Click here to read more about the Arlington Heights Historical Society.](#)

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

NEW THIS YEAR

Artists are welcome to stay open until 6pm on Saturday, June 9th.

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. We encourage all artists to make the weights look professional and not cinderblocks or water jugs. 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.

How to get there

Go to the intersection of Campbell and Chestnut and follow the yellow artist check in signs. Approximate GPS address is 302 W Campbell St, Arlington Heights, IL 60005.

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 Afternoon, June 8

Flight One: 5:30pm-7pm, Booths 235.1-253, 271-281, 284, 344-359 Drop and Drive

Flight Two: 7:30pm-9pm, Booths 202.5-234, 254-270.5

Flight Three: 9pm, Booths 292-305, 332-343 (No dolly-in or set up allowed before 9pm)

Set up may continue UNTIL 10:30pm. NO SET UP OF TENTS IS ALLOWED between 10:30pm and 7am, per the Village of Arlington Heights in consideration of local residents. Set up must be quiet during these hours.

Check-In and Load-In Saturday, June 9

7am-8am: All Artists, vehicle entry as allows. 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.

NEW THIS YEAR: Saturday Mix and Mingle

Join us Saturday after the festival at the Arlington Ale House, right above Metropolis on Campbell Street. We've invited members of the community to come, have a drink, and chat with festival artists. We hope this opens the door for more conversations and relationships with the community in support of more sales for the artists!

Promote, Promote, Promote!

Pre-promotion is **EVERYTHING!** Attached is the promotional poster. **Congrats to Neil Estrick for being the poster artist this year!!**

Email this poster to your client list and invite them to **Promenade of Art Arlington Heights!** Parking for customers will be free and is located either on the streets around the festival or in a large garage on Highland Avenue off of Sigwalt. Approximate address is 31 S Highland Avenue, Arlington Heights, IL 60005.

Facebook

Join the event on Facebook! Here's the link

<https://www.facebook.com/events/2120315824854430/>. 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:
#PromenadeofArtArlingtonHeights #ArlingtonHeightsArtFestival #PromenadeofArt
#AmdurProductions

Type these into your post to tag us and the event: @Amdur Productions @ Promenade
of Art Arlington Heights **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!