

Hello Gold Coast Art Fair Artist,

We are excited to have you exhibit your art at the **Gold Coast Art Fair**, Saturday, June 16 & Sunday, June 17, 2018!

Here's What You Need to Know

Free Tickets for Your Customers!

Attached is a FREE ticket to the Gold Coast Art Fair for all your clients, friends, and family! Each ticket is good for FREE entry for 2 adults. There is free entry for children 13 and under. Please email this ticket to all your clients, friends, and family and invite them to the festival! They can use the same ticket for both days of the festival and the tickets are transferable to any of their friends and family. All people have to do is show a printed OR electronic version of the ticket at any of the gates!

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 festival advertising!

Tent Weights (NO STAKING ALLOWED)

Every tent will need to have AT LEAST 50 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 use cinderblocks or water jugs. Weight inspections will occur before the festival opens and throughout the festival to keep everyone safe. Any artist who 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

Check-in will be in a tent on Jackson, just east of Columbus in downtown Chicago. The approximate address to use in your GPS is **301 E Jackson Drive, Chicago, Illinois 60603.**

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, June 15

Flight One: 10:30am - 12:30pm ALL ODD NUMBERS

Flight Two: 1:30pm - 3:00pm ALL EVEN NUMBERS

****NO cars in curb lane Friday from 4pm-6pm during rush hour per Chicago police.****

Flight Three: 6:00pm - 8:00pm ALL ARTISTS

Check in will close at 8pm on Friday. Set up may continue until 11pm on Friday. All artists must leave the park by 11pm on Friday.

Check-In and Load-In Saturday, June 16

6am-8am: All Artists. Check in will close at 8am. Set-up must be completed by 9:30am

How Load In Works

Every artist will:

Check-in and get the loading zone pass

Pull up next to the curb or on the curb

Unload all of their items to their space **in one hour**

Park their vehicle

Come back to their space

Set-up their booth

****Please do not set up your booth until your car is out of the loading lane****

Park Rules

NO VEHICLES ARE ALLOWED ON SITE. Bring your DOLLY or WHEELED CART. Artists will be given a "loading zone pass" at check-in coded according to your flight and this **MUST** be displayed at all times while your vehicle is in the loading zone or your vehicle may be towed. All booths are adjacent to paved walks. If you cannot make your designated flight time on Friday, you may set up Friday evening or Saturday morning.

****NO ONE is allowed in the festival area/park between 11pm and 6am, per Chicago Park District ordinance. Anyone in the park during these hours may be subject to a City fine****

Parking

The Millennium Parking Garage has given all artists a discount on a 3 day pass for the Millennium Parking Garage, located right by the festival! **For 3 days, ins and outs included, it is \$75!** Attached is the form you will need to fill out and return (deadlines apply).

You can also book with Spot Hero, a parking app that provides discounts at many garages and lots in the area. Go to SpotHero.com to see deals and book your parking space today!

Promote, Promote, Promote!

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

Email this poster to your client list and invite them to see you at **the Gold Coast Art Fair!**

Facebook

Join the event on Facebook! Here's the link <https://www.facebook.com/events/165159537496864/>. 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: #GoldCoastArtFair #GoldCoastArtFairGrantPark #AmdurProductions

Type these into your post to tag us and the event: @Amdur Productions @Gold Coast Art Fair ****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!