

Hello Evanston Art & Big Fork Festival Artist,

We are excited to have you exhibit your art at the **Evanston Art & Big Fork Festival**, August 17, 18, and 19, 2018! Show hours are Friday from 4pm to 7pm, Saturday from 10am to 7pm and Sunday from 10am to 5pm.

### Here's What You Need to Know

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. 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 AND must have gotten approval from the City of Evanston prior to the show. Please contact us right away for instructions.

### How to get there

Approximate address for the staging area is 1743 Benson Ave, Evanston, IL 60201. Please look at the attached load-in map for how to get to the staging area. 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 Map

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

### Check-in and Load-In Friday Morning, August 17

8am-10am: Odd Numbered Booths

10:30am-12:30pm: Even Numbered Booths

Do not bring your car into the festival area before 8am so that we can be sure all of the public's cars are removed.

Artists wanting to come outside of their flight time may be required to dolly to their space. Check-in will close at 1:30pm. Set-up may continue.

**ALL ARTISTS MUST BE DONE SETTING UP BY 3:30PM ON FRIDAY, AUGUST 17.  
SHOW OPENS AT 4PM!**

### How Load In Works

Every artist will:

Check-in and get credentials, parking **OUTSIDE** of the festival footprint.

Drive in slowly with your windows down and your hazards on

Pull up next to their booth space

Unload all of their items to their space

Park their vehicle outside of the festival footprint

Come back to their space

Set-up their booth

**\*\*Do not set up your tent before your vehicle is off of the festival grounds.\*\***

### Parking

Parking for vehicles under 8'2" will be directed to park at a close pay garage. The rate is about \$13 per 24 hours and has lower rates available for less time. This is just the closest we know of. There is street parking around the venue and other garages.

Anybody dropping a trailer, bringing an RV, or have a vehicle over 8'2" can park on Clarke Street. We will give you the exact location after you check in.

### Promote, Promote, Promote!

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

Email this poster to your client list and invite them to **Evanston Art & Big Fork Festival!**

### Facebook

Join the event on Facebook! Here's the link

<https://www.facebook.com/events/1184808558323282/>. 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:

#EvanstonArtandBigForkFestival #EvanstonArtFestival #AmdurProductions

Type these into your post to tag us and the event: @Amdur Productions @ Evanston Art & Big Fork Festival 2018 \*\*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!