

Hello Lincolnshire Art Festival Artists,

We are excited to have you exhibit your art at the **Lincolnshire Art Festival**, August 11-12, 2018!

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!

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

Approximate address is 200 Village Green, Lincolnshire, IL 60069. 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 here

Load-in and Parking Map

Attached here

Check-In Info

Friday, August 10

Flight One: 3pm-4pm: 101-126, and even numbered booths 38-50 and 183-195. Drop and Drive. Set up may continue as late as artists need.

Flight Two: 4:30pm-5:30pm: 51-63, 153-176, Odd numbered booths 38-50 and 183-195. Set up may continue as late as artists need.

Check-in will close at 5:30pm. Artists who want to come after that point must call our festival phone to notify us. Phone number is 224-253-2330.

Saturday, August 11

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 to their space location

Unload everything in their space

Park their vehicle in the designated artist parking

Return to their booth space and set up

All artists should not set up their booth until their car has left the festival grounds.

Parking

FOR CHECK IN ONLY: Park in the check-in lot just east of the Egg Harbor Restaurant, which is on Olde Half Day Rd.

FOR FESTIVAL: Free parking, including overnight and oversized vehicles is available at the nearby artists parking area, located across the festival on Milwaukee Avenue at the College of Lake County. Complimentary shuttle runs before, throughout and after the festival for your convenience. Parking permits will be distributed at check-in. If you plan to drop your hitch, please tape a parking permit to it.

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 Joni Marhula for being our poster artist!** Email this poster to your client list and invite them to the **Lincolnshire Art Festival!** 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/2072627109625358/>. 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:

#LincolnshireArtFestival #AmdurProductions

Type these into your post to tag us and the event: @Amdur Productions @Lincolnshire 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!