

Hello MADE Makers,

We are excited to have you exhibit your art at **MADE**, December 16, 2018!

Here's What You Need to Know

Storage

Storage must be tidy and be contained within your exhibit space. We will have a shared artist storage room on site.

Exhibit Space Rules

No displays over 4 feet high from the floor unless the maker is against a solid non-window wall. This is to maximize the natural light in the room.

How to get there

Approximate address is 401 N Morgan St, Chicago, IL 60642.

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

Check-In Info: Please check-in before dollying to your space. Bring your own wheeled cart if your work or boxes are heavy.

Sunday, December 16: DOLLY IN ONLY

Flight One: 7am-7:45am: 19-29, 40-57, 62-67, 72-77, 82-87, 92-97, 102-107, and 112-113. Set up may continue. All makers need to be ready by 10:30am for open at 11am.

Flight Two: 8am-9am: 30-39, 58-61, 68-71, 78-81, 88-91, 98-101, and 108-111. Set up may continue. All makers need to be ready by 10:30am for open at 11am.

Check-in will close at 9am. Artists who want to come after that point must call our festival phone to notify us. Phone number is 224-253-2330.

Parking

There is city street parking. The closest lot is approximately one block south at 1029 W Carroll Ave, Chicago, IL 60607. Please check the parking signs on each street and garages for prices and procedures.

Promote, Promote, Promote!

Pre-promotion is **EVERYTHING!** Attached to this email is a digital file of the festival postcard for your emails blasts. Email this postcard and post it on Facebook and

Instagram inviting your friends, family, and clients to **MADE!** We've also mailed you hard copies of this postcard so you can give them to your fans, friends, and family!

Facebook

Join the event on Facebook! Here's the link

<https://www.facebook.com/events/319870261936207/>. 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: #MADEChicago #AmdurProductions

Type these into your post to tag us and the event: @Amdur Productions @MADE Chicago **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 or during the show, call our festival phone at [224-253-2330](tel:224-253-2330).

See you soon!