

Hello Southport Art Festival Artists,

We are excited to have you exhibit your art at the **Southport Art Festival**, July 14 & 15. Times for the festival will be from Saturday and Sunday 10am to 7pm.

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 Southport Neighbors Association. This festival we are donating to the Southport Neighbors Association. 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 the Southport Neighbors Association. [Click here to read more about the Southport Neighbors Association.](#)

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.

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.

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 ALLOWED.

How to Get There

Check in will be in a tent on the corner of Waveland and Southport. Approximate GPS address is 3700 N Southport Ave, Chicago, IL 60613. All artists will come in that way and head north to their booth space.

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 and load-in map.

Load-In Friday Night, July 13

10:30pm-11:00pm: All artists may load in. This will be a strict drop and drive ONLY. No setting up your tent before your vehicle is off the street. Check in will end at 11pm. Artists may continue to set up.

Load-In Saturday Morning, July 14

6am – 8am: All artists may load in. This will be a strict drop and drive ONLY. No setting up your tent before your vehicle is off the street. Check-in will close at 8am.

How Load In Works

Every artist will:

Pull up near 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 outside of the festival grounds****

Parking

If you signed up for parking through the registration form, you will be directed at check in to your parking location. If you did not sign up for parking, you may email back and ask about availability, but we cannot guarantee a space at this point. The lot we reserve has limited spaces and is right within the festival grounds!

There is public street parking around the festival, although it's never guaranteed.

Promote, Promote, Promote!

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

Email this poster to your client list and invite them to **the Southport Art Festival!**

Facebook

Join the event on Facebook! Here's the

link <https://www.facebook.com/events/439542966496939/>. 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:
#SouthportArtFestival #AmdurProductions

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