

**\*\*SUBJECT TO CHANGE: We will send an email 30 days prior with the updated info\*\***

Hello Third Ward Art Festival Artists,

We are excited to have you exhibit your art at the **Third Ward Art Festival**, August 31 – September 1, 2019, Labor Day Weekend! Show hours are 10AM to 5PM each day.

### 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 will be behind your booth. Please share with your neighbor(s).

### 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

Check-in will be at the Hudson Building off of Buffalo and Broadway. Approximate address is 310 E Buffalo St, Milwaukee, WI 53202.

### Booth Number

[Click here to find your booth number.](#)

**There were many corner requests and we were not able to fulfill every one.** 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 and Parking Map

Attached here

## Check-In Info

### Friday, August 30

Flight One: 6pm-7pm, All ODD Numbered Booths

Flight Two: 7:30pm-8:30pm, EVEN Numbered Booths

Check-in will close at 8:30pm. Set-up may continue. Artists who want to check in after that point must call our festival phone to notify us. Phone number is 224-253-2330.

### Saturday, August 31

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 area

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

Parking for vehicles and trailers 7' and under will be in a garage at 212 N Milwaukee St, Milwaukee, WI 53202. Every artist will receive 3 parking vouchers for this garage to be used throughout the weekend as needed.

Parking for vehicles and trailers over 7' will be limited and on Menomonee Street at the south end of the festival. Parking permits and maps will be available at check in.

## Promote, Promote, Promote!

Pre-promotion is **EVERYTHING!** Attached to this email is a digital file of the festival poster for your emails blasts.

Email this poster to your client list and invite them to the Third Ward Art Festival! There is plenty of free parking for all your clients!

## Facebook

Join the event on Facebook! 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: ThirdWardArtFestival #AmdurProductions

Type these into your post to tag us and the event: @AmdurProductions @ThirdWardArtFestival \*\*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!