

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

Hello Artfest Michigan Avenue Artist,

We are excited to have you exhibit your art at the **Artfest Michigan Avenue**, July 19-20, 2019! Show hours will be 10am to 5pm on Friday and Saturday.

Here's What You Need to Know

IMPORTANT: Please take all precautions to not scratch the granite plaza floor.

Green Ribbon Project

Get more exposure by sending us an image of the piece of art you will be designating for the Green Ribbon Project. This festival we are donating to Bright Pink. 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 Bright Pink. [Click here to read more about Bright Pink.](#)

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

No indoor storage on site. Artists in booths 45-107 should plan on having storage within their space.

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.

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

All artists go to Pioneer Court at this address: 450 N Cityfront Plaza Dr, Chicago, IL 60611 and then we will give you the curb lane permit and where to place your vehicle.

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 Map

Attached to this email

Dolly In Show! No cars driving on the plaza to your booth!

Thursday, July 18:

Artist Booths Loading In from Michigan Avenue

Flight One 9pm-10pm: Car moved by 10pm

Booths Loading in from Michigan Avenue: 1-8, 45-51

Flight Two 10pm-11pm: Car moved by 11pm

Booths Loading in from Michigan Avenue: 58-65, 72-77

Flight Three 11pm-12pm: Car moved by 12am

Booths Loading in from Michigan Avenue: 84-89, 96-101

Check-in will close at 11:30pm. Set up may continue.

No load-in from Michigan Avenue after 6am on Friday. Any artist in the Michigan Avenue flight that would rather load in from City Front Plaza may do so during their designated flight time.

Artist Booths Loading In from City Front Plaza

Flight One 7p-8:30pm: Car moved by 8:30pm

Booths Loading in from City Front Plaza: 52-57, 66-71, 78-83, 90-95, 102-107

Flight Two 8:30p-10p:

Booths Loading in from City Front Plaza: 9-44

Check-in will close at 11:30pm. Set up may continue.

This is the plan approved by the Chicago Police.

Friday, July 19: 6am-8am:

All Artists: Artists MUST load in from their pre-assigned load in zones either Michigan Avenue or City Front Plaza. **Check-in will close at 8AM Friday morning.**

Michigan Avenue Set Up: **Car moved by 6am per Chicago Police**

City Front Plaza Set Up Times: **6AM - 8AM**

How Load In Works

Every artist will:

Check-in and get the loading zone pass

Pull up next to the curb or on the curb

Unload all of their items to their space

Park their vehicle

Come back to their space
Set-up their booth

****Do not set up your booth until your car is out of the loading lane****

Regular Garage Parking

There are a lot of close garages in the area. The closest is 240 E Illinois St, Chicago, IL 60611.

Oversize Parking

There is an oversized parking at 430 N Rush St, Chicago, IL 60611. This is the closest one that I know of. If you go onto Wabash and head south, there are some on the east side of the street.

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 to your client list and invite them to Artfest Michigan Avenue!

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: #ArtfestMichiganAvenue

#AmdurProductions

Type these into your post to tag us and the event: @AmdurProductions @ArtfestMichiganAvenue ****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.

See you soon!