

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

**Hello Printer's Row Art Fest Artist,**

We are excited to have you exhibit your art at the **Printer's Row Art Fest**, Saturday, September 14 & Sunday, September 15, 2019!

### **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 Green Ribbon Project. This festival we are donating to the Greater South Loop Association and South Loop Neighbors. 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 Greater South Loop Association and South Loop Neighbors.

**Are You Demonstrating On Site?** Let us know so we can talk about it in our festival advertising!

#### **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.

#### **Tent Weights**

Every tent will need to have AT LEAST 50 pounds per tent leg and strong straps or rope to attach the weights to the tent. We encourage all artists to make the weights look professional and not use cinderblocks or water jugs. Weight inspections will occur before the festival opens and throughout the festival to keep everyone safe. Any artist who 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.

#### **Storage**

Back storage must be tidy and extend no more than 4' from the booth, where space is available.

#### **How to get there**

Check-in will be on Dearborn and Polk Street, in downtown Chicago. The approximate address to use in your GPS is **47 W Polk St, Chicago, IL 60605**.

**\*\*If you're coming from the north, take the Ohio exit from 94, turn right on State Street and then turn right on Polk\*\***

#### **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

### Check-in and Load-In Friday, September 13

6:30PM – 7:30PM: All artists can check-in at this time

Check in will close at 7:30pm on Friday. Set up may continue through the evening.

### Check-In and Load-In Saturday, September 14

6am-8am: All Artists. Check in will close at 8am. Set-up must be completed by 9:30am

### How Load In Works

Every artist will:

Check-in and get their packet

Pull up next to their booth

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 off of the festival footprint\*\***

### Parking

The closest parking for all vehicles lot is at the north end of the festival on Harrison and Dearborn.

### Promote, Promote, Promote!

Pre-promotion is EVERYTHING! Attached is the promotional poster.

Email this poster to your client list and invite them to see you at **the Printer's Row Art Fest!**

### 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: #PrintersRowArtFest #AmdurProductions

Type these into your post to tag us and the event: @Amdur Productions @Printer's Row Art Fest **\*\*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!