

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

Hello to The Art Center's Festival of Fine Arts Artist,

We are excited to have you exhibit your art at **The Art Center's Festival of Fine Arts**, Saturday, June 22 & Sunday, June 23, 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 Art Center Highland Park. 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 Art Center Highland Park. [Click here to read more about](#) The Art Center Highland Park.

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

Must be tidy and not extend more than 4' past your space, not blocking sidewalks or stores.

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 The Art Center in Highland Park. The Art Center's address is 1957 Sheridan Road, Highland Park, Illinois 60035.

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, load-in, and parking map.

Check-In and Load-In Friday Afternoon, June 21

Flight 1: 5:30pm-6:30pm: EVEN Numbered Booths 1-28, all booths 42-72, and 89.2 - 89.4

Flight 2: 7:00-8:30pm: ODD Numbered Booths 1-28 and all booths 80-116 EXCEPT 89.2-89.4

Flight 3: 8:00: 17, 13

Check-In will close at 8:30pm. Artists may continue to set up.

Load-In Saturday, June 22

6am-8am: All Artists. Vehicle entry as allowed.

Check-in will close at 8am. All artists must be ready to open at 9:30am for show opening at 10am.

How Load In Works

Every artist will:

Pull up near their booth space

Unload all of their items to their space

Park their vehicle in Artist Parking

Come back to their space

Set-up their booth

****Please do not set up your booth until your car is parked in the Artist Parking****

Parking

Free parking, including overnight and oversized vehicle parking will be available. Maps and parking permits will be distributed at check-in. If you plan to drop your hitch, please duct tape a parking permit to it.

Promote, Promote, Promote!

Pre-promotion is EVERYTHING! Attached is the promotional poster. Email this poster to your client list and invite them to **The Art Center's Festival of Fine Arts!** Parking for customers is free and located on the streets around the festival.

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:

#TACFestivalofFineArts #ArtCentersFestival #AmdurProductions#TACHighlandPark

Type these into your post to tag us and the event: @Amdur Productions @The Art Center of Highland Park and @Amdur Productions **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!