

Hello Gold Coast Art Fair Artist,

We are excited to have you exhibit your art at the **Gold Coast Art Fair**, Saturday, June 1 & Sunday, June 2, 2019!

### Here's What You Need to Know

#### Free Tickets for Your Customers!

Email us for free tickets for your customers!

#### 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 festival advertising!

#### Tent Weights (NO STAKING ALLOWED)

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.

#### How to get there

Check-in will be in a tent on Jackson, just east of Columbus in downtown Chicago. The approximate address to use in your GPS is **301 E Jackson Drive, Chicago, Illinois 60603.**

#### 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, May 31

Flight One: 10:30am - 12:30pm ALL ODD NUMBERS

Flight Two: 1:30pm - 3:00pm ALL EVEN NUMBERS

**\*\*NO cars in curb lane Friday from 4pm-6pm during rush hour per Chicago police.\*\***

Flight Three: 6:00pm - 8:00pm ALL ARTISTS

Check in will close at 8pm on Friday. Set up may continue until 11pm on Friday. All artists must leave the park by 11pm on Friday.

### Check-In and Load-In Saturday, June 1

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 the loading zone pass

Pull up next to the curb or on the curb

Unload all of their items to their space **in one hour**

Park their vehicle

Come back to their space

Set-up their booth

**\*\*Please do not set up your booth until your car is out of the loading lane\*\***

### Park Rules

**NO VEHICLES ARE ALLOWED ON SITE. Bring your DOLLY or WHEELED CART.** Artists will be given a "loading zone pass" at check-in coded according to your flight and this **MUST** be displayed at all times while your vehicle is in the loading zone or your vehicle may be towed. All booths are adjacent to paved walks. If you cannot make your designated flight time on Friday, you may set up Friday evening or Saturday morning.

**\*\*NO ONE is allowed in the festival area/park between 11pm and 6am, per Chicago Park District ordinance. Anyone in the park during these hours may be subject to a City fine\*\***

### Parking

Attached is a parking map with local parking options.

The Millennium Parking Garage has given all artists a discount on a 3 day pass for the Millennium Parking Garage, located right by the festival! **For 3 days, ins and outs**

included, it is \$75! Attached is the form you will need to fill out and return (deadlines apply).

### Promote, Promote, Promote!

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

Congrats to Maria Reyes-Jones for being the featured show artist!

Email this poster to your client list and invite them to see you at **the Gold Coast Art Fair!**

### 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: #GoldCoastArtFair #GoldCoastArtFairGrantPark #AmdurProductions

Type these into your post to tag us and the event: @Amdur Productions @Gold Coast Art Fair \*\*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!