

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

Hello Chicago Botanic Garden Art Festival Artist,

We are excited to have you exhibit your art at the **Chicago Botanic Garden Art Festival**, Friday, July 5, Saturday, July 6, and Sunday, July 7! Show hours are Friday from 4PM to 7PM, Saturday from 10AM to 5PM, and Sunday from 10AM to 5PM.

Here's What You Need to Know

NEW THIS YEAR

The Friday evening reception is now open to the public! In years past, only members of the Chicago Botanic Garden were invited. **This year**, we are opening it up to your friends, customers, and fans! An invitation is attached to this email to send to all your friends, family, and clients. Dress will be summer casual. Show and sell your work opening night. Booths remain open until the 7 PM.

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.

Botanic Themes, Materials, and Uses REQUIRED

All artists must exhibit art with botanic themes, materials, or art that can be used in a botanic way. At least 75% of your booth display must comply with this requirement.

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. **10x20 tents are NOT allowed.**

Tent Weights – NO STAKING

THERE IS ABSOLUTELY NO STAKING IN TENTS TO THE GROUND. 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 BOTTLES USED AS WEIGHTS ALLOWED.**

General Rules of Chicago Botanic Garden

- There is no smoking at the Chicago Botanic Garden, including e-cigarettes.
- Service animals are permitted on Garden grounds. No other pets may be on the grounds or left in vehicles.

- Bikes are allowed on the east road only.
- Rollerblading, skateboarding, use of scooters and Frisbees, ball playing and fishing are not permitted.
- Balloons are a hazard to wildlife on the grounds and are not permitted.
- Concealed carry firearms are prohibited on any real property under the control of the Forest Preserves of Cook County. Individuals who are licensed to carry concealed guns must store their firearms in their car's glove compartment, trunk, or locked case while visiting the Garden.
- There is no overnight parking allowed at the Garden.
- Tents can only be 10x10. No 10x20 tents are NOT allowed.
- No staking into the ground.

How to get there

The address of the Chicago Botanic Garden is 1000 Lake Cook Road, Glencoe, IL 60022. Check-in will be at a tent located in Parking Lot 6. Enter the Chicago Botanic Garden off Lake Cook Road, stop by the Gatehouse and then turn left at the first stop sign.

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/Load-in Times

The Load In schedule is attached to this email. Everyone must load in at their designated time on Friday. All artists must be done setting up by 3:30PM to be ready for the opening night reception starting at 4PM. This includes removal of all trash and/or packaging materials from your booth.

How Load In Works

Every artist will:

Pull up in the loading area

Use a dolly to bring all of their items to their space

Park their vehicle in Lot 3

Walk 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 Friday ONLY

Artists may park in Lot 3. Be sure to hang your parking permit in your vehicle. If you plan to drop your hitch, please request an extra permit at check-in and duct tape this to your hitch. Please remember that your hitch may be dropped here Friday only – must be moved to south end for Saturday and Sunday.

Parking Saturday & Sunday

Use the Dundee Road entrance on the south side of the Garden (there's a sign that says "Service Entrance") and follow signs to artist parking. **Take the free shuttle to/from the festival site/Regenstein Center West Portico all day.** Please allow yourself an extra thirty minutes to park and get to the festival. Your booth must be staffed and open each day during the show hours (Friday 4PM to 7PM, Saturday 10AM to 5PM, Sunday 10AM to 5PM). Even if you are a Garden member, you must park at the south end. Each parking spot can turn over at least three times per day. A parking spot taken by you can turn away at least three customers.

Artist Tram Ride

There will be a complimentary artist tram ride of the Gardens at 8:30 a.m. Saturday morning. Pick up the tram in front of the Visitor Center.

Promote, Promote, Promote!

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

Email this poster to your client list and invite them to the **Chicago Botanic Garden Art Festival!** The festival is free, regular parking fees apply.

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: #ChicagoBotanicGardenArtFestival #AmdurProductions

Type these into your post to tag us and the event: @AmdurProductions @Chicago Botanic Garden Art Festival @Chicago Botanic Garden

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!