

Hello Valparaiso Art Festival Artists,

We are excited to have you exhibit your art at the **Valparaiso Art Festival**, Saturday June 29 & Sunday June 30, 2019! Show hours are 10AM to 5PM on Saturday and Sunday.

Here's What You Need to Know

Pink Ribbon Project

Get more exposure by sending us an image of the piece of art you will be designating for Bright Pink. This festival we are donating to Bright Pink. If you are participating and the piece you designate for the Pink 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.

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

Check in will be in the building right next to the William E Urschel Pavilion. Approximate GPS address is 156 Indiana Ave, Valparaiso, IN 46383.

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 and load-in map.

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.

Load-In Friday Evening, June 28

Flight One: 5:30PM-6:30PM: Odd numbered booths only

Flight Two: 7:00PM-8:00PM: Even numbered booths only

Check-in will be closed at 8PM. If you miss your designated flight time on Friday, you might have to wait to drive on to the festival grounds or you may have to dolly in. Artists can also check-in and set up on Saturday morning at the times below.

Load-In Saturday Morning, June 29

6am-8am: All Artists. Vehicle entry as allowed. Check-in will close at 8am.

How Load In Works

Every artist will:

1. Pull up near their booth space
2. Unload all of their items to their space **WITHOUT** setting up their tent
3. Park their vehicle
4. Come back to their space
5. Set-up their booth

****Please do not set up your booth until your car is parked in artist parking****

Promote, Promote, Promote!

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

Email this poster to your client list and invite them to **the Valparaiso Art Festival!**

Facebook

Join the event on Facebook!

Here's the link to the event: <https://www.facebook.com/events/707860829668835/>

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: #ValparaisoArtFestival #AmdurProductions

Type these into your post to tag us and the event: @Amdur Productions @Valparaiso Art Festival ****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!