

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

Hello Evanston Art & Big Fork Festival Artist,

We are excited to have you exhibit your art at the **Evanston Art & Big Fork Festival**, August 16, 17, and 18, 2019! Show hours are Friday from 4pm to 7pm, Saturday from 10am to 7pm and Sunday from 10am to 5pm.

Here's What You Need to Know

Are You Demonstrating On Site? Let us know so we can talk about it in our community outreach!

Tent Weights

Every tent will need to have **AT LEAST 60** 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 cinderblocks or water jugs**. 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

Approximate address for the staging area is 1745 Sherman Ave, Evanston, IL 60201. Please look at the attached load-in map for how to get to check-in. Look for our yellow Artist Check In signs to help guide you!

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 load-in and parking map.

Check-in and Load-In Friday Morning, August 16

8am-10am: 111.5-239 & 315-331 Odd Numbered Booths **AND** All booths 251.5-255

10:30am-12:30pm: 102-240 & 316-330 Even Numbered Booths **AND** All booths 245-251

Do not bring your car into the festival area before 8am so that we can be sure all of the public's cars are removed.

Artists wanting to come outside of their flight time **may be** required to dolly to their space. Check-in will close at 1:30pm. Set-up may continue.

**All ARTISTS MUST BE DONE SETTING UP BY 3:30PM ON FRIDAY, AUGUST 16.
SHOW OPENS AT 4PM!**

How Load In Works

Every artist will:

Check-in and get credentials, parking **OUTSIDE** of the festival footprint.

Drive in slowly with your windows down and your hazards on

Pull up next to their booth space

Unload all of their items to their space

Park their vehicle outside of the festival footprint

Come back to their space

Set-up their booth

****Do not set up your tent before your vehicle is off of the festival grounds.****

Parking

Parking Garage with 6'9" Clearance:

Parking Garage on Davis and Sherman is giving artists a \$20 deal for all 3 days of the festival! Unlimited in-and-out's are included! Just let us know via email or phone that you want one by Tuesday, August 13th. Then, pay and pick up your ticket on Friday morning at the Sherman Self Park Office.

Overnight Parking for Trailers & RV's

Anybody dropping a trailer overnight or bringing an RV can park on Clarke Street. We will give you the exact location after you check in.

Parking Garage with 8'2" Clearance

1800 Maple Avenue. Fees apply.

Open Lot No Height Restrictions

1612 Maple

Otherwise, there is a lot of street parking on Benson and outside the festival grounds. Fees apply.

Promote, Promote, Promote!

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

Email this poster to your client list and invite them to **Evanston Art & Big Fork Festival!**

Facebook

Join the event on Facebook!

Click here for the event link: <https://www.facebook.com/events/606768773144457/>

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: #EvanstonArtandBigForkFestival #EvanstonArtFestival #AmdurProductions

Type these into your post to tag us and the event: @Amdur Productions @ Evanston Art & Big Fork Festival 2019 **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!