

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

Hello Glencoe Festival of Art Artists,

We are excited to have you exhibit your art at the **Glencoe Festival of Art**, July 27-28, 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 Glencoe Chamber of Commerce. This festival we are donating to the Glencoe Chamber of Commerce. 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 Glencoe Chamber of Commerce. [Click here to read more about the Glencoe Chamber of Commerce.](#)

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

Back storage must be tidy and extend no more than 4' from the booth, where space is available.

#### 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 or water jugs allowed as weights.**

#### 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 in the parking lot across the street from Town Hall. Approximate address is 675 Village Ct, Glencoe, IL 60022. 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 here

### Load-in and Parking Map

Attached here

### Check-In Info

#### Friday, July 26

**Flight One:** 6pm-7pm, Drop and Drive. Booths 2-17, 30-39, 45-53, and 110-141

Set up may continue as late as artists requires

**Flight Two:** 7:30pm-8:30pm, Booths 19-28, 61-68, 73-106, 143-156

**Flight Three:** 8:30pm-9pm, Booths 18, 40-43, 55-57, 70-72, 142

Set up may continue as late as artists require.

**Check-in will close at 9pm.** Artists who want to come after that point must call our festival phone to notify us. Phone number is 224-253-2330.

#### Saturday, July 27

6am-8am: All Artists. Vehicle entry as allowed. Check-In will close at 8am. Set-up must be completed by 9:30am.

### How Load In Works

Every artist will:

Pull up to their space location

Unload everything in their space

Park their vehicle in the designated artist parking

Return to their booth space and set up

**All artists should not set up their booth until their car has left the festival grounds.**

### 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. **Artists MUST display their festival parking permits given at check in. Police will ticket all vehicles in the artist parking that do not show their permit!**

### Promote, Promote, Promote!

Pre-promotion is **EVERYTHING!** Attached to this email is a digital file of the festival poster for your emails blasts.

Email this poster to your client list and invite them to the Glencoe Festival of Art! There is plenty of free parking for all your clients!

### **Facebook**

Join the event on Facebook!

Here's the link: <https://www.facebook.com/events/2316701808573254/>

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: #GlencoeFestivalofArt #AmdurProductions

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