

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

**Hello Port Clinton Art Festival Artists,**

We are excited to have you exhibit your art at the **Port Clinton Art Festival**, August 24-25, 2019! Show hours are 10am to 6pm on both days.

### **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!

### **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.

### **Awnings**

Awnings must be 2' or shorter. No awnings longer than 2' are allowed in all parts of the festival.

### **Storage**

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

### **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.

### **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.

### **How to get there**

Check-in will be in Port Clinton Square. The suite number is 123. GPS address is 600 Central Avenue, Highland Park, Illinois 60035. Follow our yellow check-in signs to help guide you to the office location.

### **Staging before your Flight**

All artists will stage their vehicles in the Metra Parking lot off of St. John's Avenue, on the south end before checking in and bringing their vehicles onto the venue. Attached is the parking lot map. GPS address is 1700 St Johns Ave, Highland Park, IL 60035

### **Festival Map**

Attached to this email

### **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.

## **Check-in/Load-in Times**

### **Friday, August 23**

#### **Flight 1: 8:30AM -11AM**

Even Numbers: 300-364: East Side of First St. North

Even Numbers: 402-460 East Side on First St. South

Even Numbers: 500-540 on Second St. South

Odd Numbers: 501-547 on Second St. South

Odd Numbers: 101-145 on Central Ave

#### **Flight 2: 12PM-2:30PM**

Odd Numbers: 303-353 West side of First St. North

Odd Numbers: 401-451 West side of First St. South

Even Numbers: 100-158

#### **Flight 3: 4PM-5PM**

Even Numbers: 204-242 East side on Second St. North

Even Numbers: 554-566 midline booths on Second St.

#### **Flight 4: 5:30PM-7PM**

Booth Numbers 200, 202 West side on Second St. North

Odd Numbers: 201-253 West side on Second St. North

**Flight 5: 5: 7PM-8PM:** All booth numbers can check-in and set up. We will get you as close to your booth space as possible

**Check in will close at 8PM on Friday night.** Artists who want to come after 8PM on Friday must call or text our festival phone 224-253-2330 and let us know.

**If you miss your assigned check-in time on Friday,** you may come Friday night from 7PM to 8PM or Saturday morning from 6AM to 7AM.

### **Saturday, August 24**

#### **6AM – 7AM: All Artists**

ALL Booths can set-up. Artists arriving at this time artists may be required to dolly in to their space. **ALL artists must be checked in by 7am on Saturday. All vehicles have to be out of the festival footprint by 7:30AM.**

### **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 in the designated artist parking

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**

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.

### **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 Port Clinton Art Festival! 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/481797622593740/>

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: #PortClintonArtFestival #AmdurProductions

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