

**\*\*SUBJECT TO CHANGE \*\***

Hello North Shore Affordable Art Sale Artists,

We are excited to have you exhibit your art at the **North Shore Affordable Art Sale**, September 21-22, 2019! Show hours are 10AM to 5PM on Saturday and Sunday.

### 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 Green Ribbon Project. This festival we are donating to the Skokie 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 Skokie Chamber of Commerce. [Click here to read more about the Skokie 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.

#### 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

The festival will take place in the parking lot closest to Golf and Skokie Valley Road, in front of the Nordstrom's. Approximate address is 4937 Old Orchard Shopping Center, Skokie, IL 60077.

#### 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

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

All artists are welcome to check-in and load-in at the times below. Artists who want to check in after that point **on Friday** must call our festival phone to notify us. Phone number is 224-253-2330. If you miss the Check-In time on Friday, you may also come Saturday morning.

## Friday, September 20

**Flight One: 9AM-11AM:** Drop and Drive. Set up may continue as late as artists need. All booths will park behind their booth and load in from behind their booth spaces.

**Check-in will close at 11AM.** Set-up may continue. Artists who want to check in after that point on **Friday** must call our festival phone to notify us. Phone number is 224-253-2330. If you miss the Check-In time on Friday, you may also come Saturday morning.

## Saturday, September 21

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 behind their space location to unload and set up! It's that easy! Artists can then leave their vehicle there for the remainder of the event.

## Parking

**Free parking, including overnight and oversized vehicle parking will be right behind your booth! There will be enough space for one vehicle.**

## 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 North Shore Affordable Art Sale! There is plenty of free parking for all your clients!

## 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 hash tags when you post: #AffordableArtSale #AmdurProductions

Type these into your post to tag us and the event: @Amdur Productions @North Shore Affordable Art Sale \*\*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!