

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

Hello Arboretum Art Festival Artists,

We are excited to have you exhibit your art at the **Arboretum Art Festival**, September 21-22, 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 Green Ribbon Project. This festival we are donating to Bright Pink. 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 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.

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

Approximate address is 100 W Higgins Rd, Barrington, IL 60010. The show will be right in front of the movie theater!

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: 2pm-4pm: Drop and Drive. Set up may continue as late as artists need.

Booths 10-20 & 40-50 will load in from behind their booth spaces.

Booths 21-29 & 31-39 will load in from in front of their booth spaces.

Check-in will close at 4pm. Set-up may continue. Artists who want to check in after that point must call our festival phone to notify us. Phone number is 224-253-2330.

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 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. If you need more parking permits, additional permits are available at check-in.

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 Arboretum Art Festival! 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: #ArboretumArtFestival #AmdurProductions

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