

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

Hello Andersonville Arts Fest Artist,

We are excited to have you exhibit your art at the **Andersonville Arts Fest**, Saturday, September 21 & Sunday, September 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 the Andersonville 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 Andersonville Chamber of Commerce.

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

Tent Weights

Every tent will need to have AT LEAST 50 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 use cinderblocks or water jugs. Weight inspections will occur before the festival opens and throughout the festival to keep everyone safe. Any artist who 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.

Storage

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

How to get there

Check-in will be on Clark and Winona streets, in Chicago. The approximate address to use in your GPS is **5127 N Clark St, Chicago, IL 60640**.

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 and Load-In Saturday, September 21

Flight One | 4AM -5AM: Odd numbered booths

Flight Two | 5:30AM-6:30AM: Even numbered booths

Flight Three | 7AM – 8AM: All artists. Check in will close at 8AM. Set-up must be completed by 9:30AM.

How Load In Works

Every artist will:

Check-in and get their packet

Pull up next to their booth

Unload all of their items to their space

Park their vehicle

Come back to their space

Set-up their booth

****Please do not set up your booth until your car is off of the festival footprint****

Parking

There is metered street parking on Clark, just south of the festival. There is free parking on Ashland, which is one block west of the festival. All city parking signs apply and must be followed.

Promote, Promote, Promote!

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

Email this poster to your client list and invite them to see you at **the Andersonville Arts Fest!**

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 hashtags when you post: #AndersonvilleArtsFest #AmdurProductions

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