

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

Hello MADE Makers,

We are excited to have you exhibit your art at **MADE**, December 15, 2019!

### Here's What You Need to Know

**Free Tickets:** We will be sending you free tickets to the event so you can pass out to your customers. We will not be charging admission at the door. This is to increase traffic at the show! A copy of this ticket is attached to this email as well, to email to your customers.

**Table & Chair Rental:** Every artist can get a free 8' table rental and free chair rental if they reserve it through us one week before the show. If you're unsure if you rented one or if you'd like to rent one, please email us.

**Electricity & Lights:** Some spaces will have electricity. Artists need to bring lights and extension cords to utilize the electricity.

### Storage

Storage must be tidy and be contained within your exhibit space OR in the shared artist storage room on site.

### How to get there

Approximate address is 401 N Morgan St, Chicago, IL 60642.

### 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

**Check-In Info: Please check-in before dollying to your space. Bring your own wheeled cart if your work or boxes are heavy.**

### **Sunday, December 15: DOLLY IN ONLY**

**Flight One: 8am-8:45am: 70-109 and 50.** Set up may continue. All makers need to be ready by 10:30am for open at 11am.

**Flight Two: 9am-10am: 30-48, 51-69.** Set up may continue. All makers need to be ready by 10:30am for open at 11am.

**Check-in will close at 10am.** Artists who want to come after that point must call our festival phone to notify us. Phone number is 224-253-2330.

### Parking

There is city street parking. The closest lot is approximately one block south at 1029 W Carroll Ave, Chicago, IL 60607. Please check the parking signs on each street and garages for prices and procedures.

### Promote, Promote, Promote!

Pre-promotion is **EVERYTHING!** Attached to this email are many digital files promoting MADE December 15. You can use these files in your email emails and social media platforms inviting your friends, family, and clients to **MADE December 15!**

### Facebook

Join the event on Amdur Productions' Facebook page! 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: #MADE #amdurproductions #MADEchicago #handmadegifts #morganmfg #handmadeart #holidaygifts #chicagoart #chicagohandmade #chicagoartfestival #handmade  
Type these into your post to tag us and the event: @Amdur Productions @MADE Handmade Art Market

\*\*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 or during the show, call our festival phone at [224-253-2330](tel:224-253-2330).

See you soon!