

ALL DETAILS BELOW SUBJECT TO CHANGE. WE WILL EMAIL YOU 30 DAYS PRIOR WITH UPDATED INFORMATION.



Hello Promenade of Art Artist,

We are excited to have you exhibit your art at the **Promenade of Art Arlington Heights**, Saturday, June 20 & Sunday, June 21, 2020! Show hours are 10AM to 5PM on Saturday and Sunday.

### Here's What You Need to Know

#### Pink Ribbon Project

**Get more exposure** by sending us an image of the piece of art you will be designating for the Pink Ribbon Project. This festival we are donating to Bright Pink. If you are participating and the piece you designate for the Pink 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 3' 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. **No cinderblocks or water jugs allowed as weights.** 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.

#### Awnings

TBD

#### How to Get There

Go to the intersection of Dunton and Davis and follow the yellow artist check in signs. Approximate GPS address is 10 N Dunton Ave, Arlington Heights, IL 60005.

#### Booth Number

[Click here to find your booth number \(Booth numbers will be available 30 days prior to the show\).](#) 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.

### Load-in Map

Attached please find the staging, load-in, and parking map.

### Check-in and Load-In Friday Evening, June 19

**Flight One: 5:30pm-7pm**, Booths 235.1-253, 271-281, 284, 344-359 Drop and Drive

**Flight Two: 7:30pm-9pm**, Booths 202.5-234, 254-270.5

**Flight Three: 9pm**, Booths 292-305, 332-343 (No dolly-in or set up allowed before 9pm)

**Set up may continue UNTIL 10:30pm. NO SET UP OF TENTS IS ALLOWED between 10:30pm and 7am, per the Village of Arlington Heights in consideration of local residents. Set up must be quiet during these hours.** Artists who want to come after check-in closes must call our festival phone to notify us during check-in hours. Phone number is 224-253-2330.

### Check-In and Load-In Saturday, June 20

7am-8am: All Artists, vehicle entry as allows. 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 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

Come back to their space and set-up their booth

**\*\*Please do not set up your booth until your car is parked in the Artist Parking\*\***

### 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 is the promotional poster.

Email this poster to your client list and invite them to **Promenade of Art Arlington Heights!** Parking for customers will be free and is located either on the streets around the festival or in a large garage on Highland Avenue off of Sigwalt. Approximate address is 31 S Highland Avenue, Arlington Heights, IL 60005.

### 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:

#PromenadeofArtArlingtonHeights #ArlingtonHeightsArtFestival #PromenadeofArt #AmdurProductions

Type these into your post to tag us and the event: @Amdur Productions @ Promenade of Art Arlington Heights \*\*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!