

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

Millennium Art Festival

Hello Millennium Art Festival Artist,

We are excited to have you exhibit your art at the Millennium Art Festival, Friday June 26, Saturday June 27 & Sunday June 28, 2020! Show hours are Friday 11AM to 6PM, Saturday 10AM to 6PM, and Sunday 10AM to 5PM.

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 Bright Pink. 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

Side booths – Limited storage. Sidewalks must be clear. There will be some space between booths.
Midline booths – Limited storage to the sides

Tent Weights

Every tent needs to have AT LEAST 50 pounds per tent leg and strong straps or rope to attach the weights to the tent. **Shared** 55 gallon water barrels will be provided to every artist for added security. Please bring about 20' of strong rope for these 55 gallon water barrel weights. Artists will feed their ropes through the water barrels and connect to the cross pole. Amdur staff is on site to assist with this. 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.

Booths 35.5-69

The public will be walking on both sides of your tent so it is most advantageous to set up as a “walk-through” booth or have one side open and have the back side dressed with art. If you are not able to set up in either of these ways, we will designate a specific way for you to set up.

Awnings

Awnings are allowed in all booth locations.

How to Get There

Check in will be in a tent on Lake Street, right off of Michigan Avenue.

Go to the corner of Michigan Avenue and Lake Street in downtown Chicago. Approximate GPS address is 151 N Michigan Ave, Chicago, IL 60601.

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 and load-in map.

Parking

The Millennium Parking Garage has given all artists a discount on a 4 day pass for the Millennium Parking Garage, located near the festival. For this pass, ins and outs are included! Clearance is 7' for this garage. Deadlines apply. Details to follow.

Regular Garage Parking

Millennium Parking Garage is located at 5 S Columbus. There are other garages in the area. The closest is 221 N Stetson Ave.

Oversize Parking

There is street parking close to the show but you have to refill every couple of hours.

Otherwise, there is oversized parking at

300 E Illinois St, Chicago, IL 60611

430 N Rush St, Chicago, IL 60611

These are the closest ones that I know of. If you go onto Wabash and head south, there are some on the east side of the street.

There's also a larger lot but further away at 974S W 9th St, Chicago, IL 60607.

Overnight and Oversize Parking

The closest place is the Truck Marshalling Yard by McCormick Place (south of both shows and not really walking distance). Here's more info: <http://www.mccormickplace.com/exhibitors/freight-truck-marshalling.php>

Sometimes, open lots will let you park overnight but their policies change from year to year so just give them a call and see if they will allow it.

Load-In Thursday Evening, June 25

Flight One: 6pm-7pm Booths 6-35, 96-123, 162-172. Set-up may continue as long as you need.

Flight Two: 7:30pm- 8:30pm Booths 35.5-60.5, 152-161.9. Set-up may continue as long as you need.

Flight Three: 8:30pm-9pm Booths 1-5, 173-176 Strict Drop and Drive: These artists can stage on the sidewalk until 8:30pm as long as their car is not on the festival grounds. Artists can use Beaubien Street. No tents/art on the street until 8:30pm. Set-up may continue as long as you need.

Flight Four: 9pm – 9:30pm Booths 62-69. Set-up may continue as long as you need.

Check-in will be closed at 9:30pm. 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. If you miss your designated flight time on Thursday, you might have to wait to drive on to the festival grounds or you may have to dolly in.

Load-In Friday Morning, June 26

6am-8am: All Artists. Vehicle entry as allowed. Check-in will close at 8am.

If you miss your designated flight time on Thursday, you might have to wait to drive on to the festival grounds or you may have to dolly in.

How Load In Works

Every artist will:

Check-in and get credentials.

Drive in slowly with your windows down and your hazards on

Pull up near their booth space

Unload all of their items to their space WITHOUT setting up their tent

Park their vehicle

Come back to their space

Set-up their booth

Please do not set up your booth until your car is parked outside of the festival footprint

Promote, Promote, Promote!

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

Email this poster to your client list and invite them to the Millennium Art Festival! If you need a different size or any modifications, let us know!

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:

#MillenniumArtFestival #AmdurProductions

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