

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



Hello Printer's Row Art Fest Artist,

We are excited to have you exhibit your art at the **Printer's Row Art Fest**, Saturday, August 8 and Sunday, August 9, 2020! Show hours are 10AM to 5PM on Saturday and Sunday.

#### 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 Greater South Loop Association and South Loop Neighbors. 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 Greater South Loop Association and South Loop Neighbors.

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

##### 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 50 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 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.

### Awnings

Awnings are allowed in all booth locations.

### How to Get There

Check-in will be on Dearborn and Polk Street in downtown Chicago. The approximate address to use in your GPS is **47 W Polk St, Chicago, IL 60605**.

**\*\*If you're coming from the north, take the Ohio exit from 94, turn right on State Street and then turn right on Polk\*\***

### 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.

### Check-in and Load-In Friday, August 7

**6:30PM – 7:15PM: Booths 103-143**

**7:45PM – 8:30PM: Booths 152-207**

Check in will close at 8:30pm on Friday. Set up may continue through the evening. Artists who want to set up 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, August 8

6am-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 credentials, parking **OUTSIDE** of the festival footprint.

Drive in slowly with your windows down and your hazards on

Pull up next to their booth

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 off of the festival footprint\*\***

### Parking

The closest parking for all vehicles lot is at the north end of the festival on Harrison and Dearborn.

### 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 Printer's Row Art 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:

#PrintersRowArtFest #AmdurProductions

Type these into your post to tag us and the event: @Amdur Productions @Printer's Row Art 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!