

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



Hello Oakbrook Art Festival Artists,

We are excited to have you exhibit your art at the **Oakbrook Art Festival**, September 19-20, 2020! Show hours are Saturday from 10AM to 6PM and Sunday from 11AM to 6PM.

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 Bright Pink. 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 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

Awnings are allowed in all booth locations.

How to get there

Check-in will be in an office in the Lower Concourse of Oakbrook Center. Park by Macy's and follow the Artist Check In signs. Look at the attached load-in map to locate the check-in office. GPS address for Oakbrook Center 100 Oakbrook Center, Oak Brook, IL 60523.

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 and Parking Map

Attached here.

Check-in/Load-in Times

This is a **DOLLY-IN** show only! **Bring your dolly!** All artists are welcome to check-in and load-in at the times below. If you miss the Check-In time on Friday evening, you may come Saturday morning.

Check-In and Load-In Friday Evening, September 18

Check-In for ALL ARTISTS will be open from 9PM to 10PM. Do not start dollying to your space without checking in as your booth number may change. No load in is allowed before 9PM per the shopping center.

Artists who wish to set up Friday night **MUST** check-in by 10PM and wear the badges found in their check-in pack to be cleared by security. Artists may continue setting up through the night, past 10pm.

Load-In Saturday, September 19

Check-In will be open from 6AM to 8AM. Artists who wish to set up in this time **MUST** check-in by 8AM. Artists may continue to set up after 8am. Cars must be cleared of the loading area by 9AM on Saturday. Set up **MUST** be complete by 10am.

How Load In Works

Every artist will:

Pull up next to their load-in entrance

Dolly 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 moved from the load-in entrance****

Parking

Regular and over-sized daily parking will be free and at the festival. **There is no overnight allowed at Oakbrook Center.** Maps and parking permits will be distributed at check-in.

Promote, Promote, Promote!

Pre-promotion is **EVERYTHING!** Attached to this email is a digital file of the festival poster for your emails blasts. Email this poster to your client list and invite them to the Fine Art Festival Oakbrook Center! There is plenty of free parking for all your clients!

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: #OakbrookArtFestival #AmdurProductions

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