

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



Hello Whitefish Bay Art Fest Artist,

We are excited to have you exhibit your art at the **Whitefish Bay Art Fest**, Saturday, July 11 & Sunday, July 12, 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 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 shared with the booth behind each space, 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

Go to the intersection of Silver Spring Drive and Hollywood Avenue and follow the yellow artist check in signs. Approximate GPS address is 601 E Silver Spring Dr, Whitefish Bay, WI 53217.

#### 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 load-in map. Parking maps will be distributed at check-in.

### Check-in and Load-In Friday, July 10

**Flight One: 6PM – 7PM**, Even numbered booths only, drop and drive

**Flight Two: 7:30pm-8:30pm**, Odd numbered booths only, drop and drive

Set-up may continue as long as you need. 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, July 11

6am-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 in artist parking

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

Parking, including overnight and oversized vehicles, 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 **Whitefish Bay Art Fest!** Parking for customers will be free and is located nearby.

### 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: #WhitefishBayArtFest #AmdurProductions

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