

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



**Hello Valparaiso Art Festival Artists,**

We are excited to have you exhibit your art at the **Valparaiso Art Festival**, Saturday June 27 & Sunday June 28, 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 Valparaiso Events. 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 Valparaiso Events. [Click here to read more about Valparaiso Events.](#)

**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 the building right next to the William E Urschel Pavilion. Approximate GPS address is 156 Indiana Ave, Valparaiso, IN 46383.

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

### Load-In Friday Evening, June 26

**Flight One:** 5:30PM - 6:30PM: Odd numbered booths only

**Flight Two:** 7PM - 8PM: Even numbered booths only

Check-in will be closed at 8PM. 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.

### Load-In Saturday Morning, June 27

6am-8am: All Artists. Vehicle entry as allowed. 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 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 and set-up their booth

**\*\*Please do not set up your booth until your car is parked in 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 **the Valparaiso Art Festival!**

### **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:  
#ValparaisoArtFestival #AmdurProductions

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