



Hello Lincolnshire Art Walk Artists,

Congrats! You're one of the selected artists to exhibit at the **Lincolnshire Art Walk**, August 15-16, 2020! Show hours are **9AM to 5PM** on Saturday and Sunday.

Here's What You Need to Know

Important Guidelines

- Wear a face covering
- Have hand sanitizer in your booth
- Clean your area often
- Control who is in your booth: Only one attendee OR family/friend group at a time in your booth. We will indicate a "que" for any other people wanting to come into your booth.
- All booths are corner booths so utilize your outside walls for more exposure!
- No flip bins are allowed for the public to flip through, you can show matted pieces on the walls and sell from there.
- Have a transfer table area where you place the sold art, and where the customer picks it up from. A tall stool can work for this too.
- We encourage you to take cashless pay systems and credit cards.
- If you aren't feeling well, are waiting for covid test results, please do not attend.

Storage

Back storage must be tidy and extend no more than 4' from the booth, where space is available.

Food and Beverage

Egg Harbor, Subway, Einstein's Bagels, and Half Day Brewing Company are in close proximity to the festival grounds. Due to covid protocols, we will not be providing beverages or snacks this year.

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 cinder blocks 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.

Awnings

Awnings are allowed in all booth locations.

How to Get There

Go to 100 Village Green S, Lincolnshire, IL 60069 and look for us in our lime green Amdur Productions shirts!

Booth Number

[Click here to find your booth number](#) Booth numbers are subject to change. We will notify you of any changes.

Set Up: Saturday, August 15

5am-8am: All Artists. Vehicle entry as allowed. Check-In will close at 8am. Cars must be off the venue by 8:30am. **Set-up must be completed by opening 9am.**

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 to their space location

Unload everything in their space

Park their vehicle in the designated artist parking area. **Very close by, unlike previous years.**

No shuttle needed this year!

Return to their booth space and set up

All artists should not set up their booth until their car has left the festival grounds.

Parking

Free parking, including overnight and oversized vehicle parking will be available along the north edge along the cemetery, behind the 300 building. **We are NOT parking at the College of Lake County this year.**

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 Lincolnshire Art Walk! There is plenty of free parking for all your clients!

Customer Time Slots

To control the crowds for social distancing, we're having attendees sign up for time slots. Send this link to your customers and encourage them to sign up!

<https://www.eventbrite.com/e/lincolnshire-art-walk-tickets-114604719802>

Facebook

Join the event on Facebook!

<https://www.facebook.com/events/2690642684356198>

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:
#LincolnshireArtWalk #AmdurProductions #LincolnshireArtFestival

Type these into your post to tag us and the event: @Amdur Productions @Lincolnshire Art Walk

****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. If you are calling on the day of load-in, call Caitlin at 847-962-0190.

See you soon!