

Hello Port Clinton Art Walk Artists,

Congrats! You're one of the selected artists to exhibit at the **Port Clinton Art Walk**, August 29-30, 2020! Show hours are **9AM to 6PM** on Saturday and Sunday.

Here's What You Need to Know

Important Guidelines

- Wear a face covering over nose and mouth while at the Art Walk
- Have hand sanitizer in your booth for you and shoppers
- 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 "queue" 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 or 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

Closest food is That Little French Guy. That Little French Guy is open from 8 am - 3 pm over the weekend. They will deliver and handle payment with the artists individually. Their phone is 847-737-9680. Here's a link to their menu <https://www.thatlittlefrenchguy.com/menu-1> In addition, they have full coffee service, and fresh pasties, croissants, etc. 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. No nailing into the ground. Any artist that does not comply with these rules will be required to fix it before the festival opens.

How to Get There

Go to 1700 St Johns Ave, Highland Park, IL 60035 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 29

4am-4:30am: Booths 20-27 should try to set up as early as possible in order to make loading in easier. Artists in those booth locations arriving after 4:30am, might have to dolly to their booth.

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 at 9am. If you need an earlier set up time, please let us know so we can coordinate.**

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 and if possible pull into the 15 foot opening next to your booth.

Unload everything in their space

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

Artists can park at the north end of the lot where the event is taking place, and behind City Hall. Artists should not park in the spaces designated for the City Manager, Mayor, or in the parallel spaces near the City Hall lot entrance and NOT in the big lot across from City Hall.

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 Port Clinton 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! Walk-ins are allowed too.

<https://www.eventbrite.com/e/114680600764>

Facebook

Join the event on Facebook!

<https://www.facebook.com/events/2558704111035031/>

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:

#PortClintonArtWalk #AmdurProductions #PortClintonArtFestival

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