

## **Hello Wheaton Art Walk Artists,**

We're excited to see you at the **Wheaton Art Walk**, October 10 and 11, 2020! Show hours are **9AM to 5PM** 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.
- All booths are corner booths so utilize your outside walls for more exposure!
- Flip bins are allowed for the public to flip through, but artists have to sanitize in between customer interactions. You can also show matted pieces on the walls and sell from there instead of having the public flip through your prints.
- 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**

Due to covid protocols, we will not be providing beverages or snacks this year. There are many great restaurants around the festival area to order from!

### **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 293 Karlskoga Avenue, Wheaton, IL 60187 and look for us in our lime green Amdur Productions shirts! We will be loading in from the west end of Karlskoga and driving east then either north or south, depending on booth location.

## **Booth Number**

[Click here to find your booth number](#) Booth numbers are subject to change. Please refer to the website for updated booth numbers.

## **Set Up: Friday, October 9**

7pm - 7:30pm: Booths 1-14, Vehicle entry as allowed. Check-In will close at 7:30pm.

8pm - 8:30pm: Booths 16, 17, 50-58, Vehicle entry as allowed. Check-In will close at 8:30pm.

Booths 20-49 can check in anytime between 7pm and 8:30pm.

**NO SET UP FROM 10PM FRIDAY TO 7AM ON SATURDAY MORNING.**

## **Set Up: Saturday, October 10**

7am-8am: All Artists. Vehicle entry as allowed. Check-In will close at 8am. Cars must be off the venue by 8:15am. **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.

Pull up close to their space location. We will be working together to make it as easy as possible for all artists.

Unload everything in their space.

Park their car in the designated locations in and near the Art Walk

Return to their booth space and set up

## **Parking**

Free parking for all artists will be on site or at a nearby location. Location will be explained 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 Wheaton 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/116005695157>

## **Facebook**

Join the event on Facebook!

<https://www.facebook.com/events/533431330697453/>

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: #WheatonArtWalk #AmdurProductions

Type these into your post to tag us and the event: @Amdur Productions @Wheaton Art Walk @DowntownWheaton \*\*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!