

**DETAILS SUBJECT TO CHANGE. WE WILL EMAIL ANY CHANGES TO ARTISTS.**



Hello Chicago Botanic Garden Art Festival Artist,

We are excited to have you exhibit your art at the Chicago Botanic Garden Art Festival, Friday July 2, Saturday, July 3, and Sunday, July 4, 2021! Show hours 10AM to 5PM on Friday, Saturday, and Sunday.

**Here's What You Need to Know**

**NEW THIS YEAR**

Friday's hours will be 10AM to 5PM and set up will be Thursday.

**Are You Demonstrating On Site?**

Let us know so we can talk about it in our community outreach!

**Botanic Themes, Materials, and Uses REQUIRED**

All artists must exhibit art with botanic themes, materials, or art that can be used in a botanic way. At least 75% of your booth display must comply with this requirement.

**Storage**

Back storage must be tidy and extend no more than 1' from the booth, where space is available. Limited storage will be available in our designated break room.

**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. 10x20 tents are NOT allowed.

**Tent Weights – NO STAKING**

THERE IS ABSOLUTELY NO STAKING IN TENTS TO THE GROUND. 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 BOTTLES USED AS WEIGHTS ALLOWED. 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.

**General Rules of Chicago Botanic Garden**

- There is no smoking at the Chicago Botanic Garden, including e-cigarettes.
- Service animals are permitted on Garden grounds. No other pets may be on the grounds or left in vehicles.
- Bikes are allowed on the east road only.
- Rollerblading, skateboarding, use of scooters and Frisbees, ball playing and fishing are not permitted.
- Balloons are a hazard to wildlife on the grounds and are not permitted.
- Concealed carry firearms are prohibited on any real property under the control of the Forest Preserves of Cook County. Individuals who are licensed to carry concealed guns must store their firearms in their car's glove compartment, trunk, or locked case while visiting the Garden.
- There is no overnight parking allowed at the Garden.
- Tents can only be 10x10. No 10x20 tents are NOT allowed.
- No staking into the ground.

### **Awnings**

Awnings are allowed in all booth locations.

### **How to Get There**

The address of the Chicago Botanic Garden is 1000 Lake Cook Road, Glencoe, IL 60022. Check-in will be at a tent located in Parking Lot 6. Enter the Chicago Botanic Garden off Lake Cook Road, stop by the Gatehouse and then turn left at the first stop sign.

### **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 staging, load-in, and parking map.

### **Check-in/Load-in Times**

Each artist will have a designated load-in time. The Load In schedule will be distributed 30 days prior to the set up day. You will receive an email 2 months prior to the set up day asking your preferred load in time from the following times: 8AM-9:30AM, 10AM-11:30AM, 12PM-1:30PM, and 2PM-3:30PM. Vehicles must leave the load-in area by 4PM. NO EXCEPTIONS. Setup may continue until the park closes.

### **How Load In Works**

Every artist will:

Check-in at Lot 6 to receive their show info packet and loading pass

Pull up in the loading area

Use a dolly to bring all of their items to their space

Park their vehicle back in Lot 6

Walk through the Visitor Center to the festival grounds and set-up their booth

**\*\*Please do not set up your booth until your car is parked in Lot 6\*\***

### **Parking Friday ONLY**

Artists may park in Lot 3. Be sure to hang your parking permit in your vehicle. If you plan to drop your hitch, please request an extra permit at check-in and duct tape this to your hitch. Please remember that your vehicle and hitch/trailer may be dropped here Friday ONLY – they both must be moved to the south end for Saturday and Sunday. NO EXCEPTIONS.

### **Parking Saturday & Sunday**

Use the Dundee Road entrance on the south side of the Garden (there's a sign that says "Service Entrance") and follow signs to artist parking. Take the free shuttle to/from the festival site/Regenstein Center West Portico all day. Please allow yourself an extra 30 minutes to park and get to the festival. Your booth must be staffed and open each day during the show hours (10AM to 5PM on Friday, Saturday, and Sunday). Even if you are a Garden member, you must park at the south end. Each parking spot can turn over at least three times per day. A parking spot taken by you can turn away at least three customers.

### **Promote, Promote, Promote!**

Pre-promotion is EVERYTHING! Attached is the promotional poster.

Email this poster to your client list and invite them to the Chicago Botanic Garden Art Festival! The festival is free, regular parking fees apply.

### **Facebook**

Join the event on Facebook!

<https://www.facebook.com/events/785183155669507/>

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:

**#ChicagoBotanicGardenArtFestival #AmdurProductions**

Type these into your post to tag us and the event: **@Amdur Productions @Chicago Botanic Garden Art Festival @Chicago Botanic Garden**

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 847-962-0190.

See you soon!