

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



Hello Evanston Art & Big Fork Festival Artist,

We are excited to have you exhibit your art at the Evanston Art & Big Fork Festival, August 13, 14, and 15! Art festival hours are Friday from 12PM to 5PM, Saturday from 10AM to 5PM and Sunday from 10AM to 5PM.

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

#### **Recycle Your Art**

Home is Where the HeART Is! We invite you to bring your gently used art to the fest and donate it to The Chicago Furniture Bank. They're truly making a difference by distributing furnishings to those leaving shelters and moving into permanent housing. Help them turn empty spaces into cozy homes! Bring donations to the Chicago Furniture Bank booth, Saturday 10am-3pm.

#### **Are You Demonstrating On Site?**

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

#### **Storage**

Back storage must be tidy and extend no more than 3' from the booth or shared with the booth behind, where space is available.

#### **Tent Weights**

Every tent will need to have AT LEAST 60 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.

#### **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**

Approximate address for the staging area is 1745 Sherman Ave, Evanston, IL 60201. Please look at the attached load-in map for how to get to check-in. Look for our yellow Artist Check In signs to help guide you!

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

### **Check-in and Load-In Friday Morning, August 13**

6AM-7AM: 143-148, 200-200.5

7AM-8:30AM: Odd Numbered Booths 111.5-141, 201-251 & 315-331 AND 252-253

9AM-10:30AM: Even Numbered Booths 102-142, 202-246 & 316-330 AND All booths 246-251

Do not bring your car into the festival area before 6AM so that we can be sure all of the public's cars are removed.

Artists wanting to come outside of their flight time may be required to dolly to their space. Check-in will close at 10:30AM. Set-up may continue.

**All ARTISTS MUST BE DONE SETTING UP BY 11:30AM ON FRIDAY, AUGUST 13. SHOW OPENS AT 12PM!**

### **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 next to their booth space

Unload all of their items to their space

Park their vehicle outside of the festival footprint

Come back to their space and set-up their booth

**\*\*Do not set up your tent before your vehicle is off of the festival grounds.\*\***

### **Parking**

Parking Garage with 6'9" Clearance:

Parking Garage on Davis and Sherman is giving artists a \$20 deal for all 3 days of the festival! Unlimited in-and-out's are included! Just let us know via email or phone that you want one by Tuesday, August 13<sup>th</sup>. Then, pay and pick up your ticket on Friday morning at the Sherman Self Park Office.

Overnight Parking for Trailers & RV's

Anybody dropping a trailer overnight or bringing an RV can park on Clarke Street. We will give you the exact location after you check in. Space is limited, first come, first served.

Parking Garage with 8'2" Clearance  
1800 Maple Avenue. Fees apply.

Open Lot No Height Restrictions  
1612 Maple

Otherwise, there is a lot of street parking on Benson and outside the festival grounds. Fees apply.

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

Pre-promotion is EVERYTHING! Attached is the promotional poster. Email this poster to your client list and invite them to Evanston Art & Big Fork Festival!

### **Facebook**

Join the event on Facebook!

<https://www.facebook.com/events/3261967710567835/>

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: #EvanstonArtandBigForkFestival #EvanstonArtFestival #AmdurProductions

Type these into your post to tag us and the event: @Amdur Productions @ Evanston Art & Big Fork 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 847-962-0190.

See you soon!