

**DETAILS SUBJECT TO CHANGE. WE WILL EMAIL ANY CHANGES TO YOU!**



**Hello Spring BAYSHORE Art & Artisan Fair Artists,**

We're excited to see you at the **BAYSHORE Art & Artisan Fair**, May 15 and 16, 2021! Show hours are **10AM to 5PM** on Saturday and **11AM to 5PM** on Sunday.

**Safety First!**

Masks are encouraged for all artists, staff, and patrons. All artists should have hand sanitizer in their booths and to keep their booth sanitized.

**Are You Demonstrating On Site?**

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

**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.

**Festival Map**

Attached to this email.

**Storage**

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

**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 5658 N Bayshore, Glendale, WI 53217 and look for us in our lime green Amdur Productions shirts!

### **Booth Number**

[Click here to find your booth number](#). (Booth numbers will be available 30 days prior to the show). Booth numbers are subject to change. Please refer to the website for updated booth numbers.

### **Set Up: Saturday, May 15**

6am-8am: All Artists. Check-In will close at 8am. Cars must be off the venue by 9am. **Set-up must be completed by opening at 9:30am on Saturday. 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 WITHOUT setting up.

Park their car in the designated parking location

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 Spring BAYSHORE Art & Artisan Fair! There is plenty of free parking for all your clients!

### **Facebook**

Join the event on Facebook!

<https://www.facebook.com/events/387084205986037>

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: #SpringBAYSHOREArtFair #AmdurProductions #SpringBAYSHOREArtandArtisanFair

Type these into your post to tag us and the event: @Amdur Productions @Spring Bayshore Art & Artisan Fair \*\*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 224-253-0307.

See you soon!