

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



Hello Lincolnshire Art Festival Artists,

We are excited to have you exhibit your art at the Lincolnshire Art Festival, June 5 and 6, 2021! Show hours are from 10AM to 5PM on Saturday and Sunday.

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

#### **Safety First!**

All artists should have hand sanitizer in their booths and keep their booth sanitized. All booths will be 6' apart. Artists are welcome and encouraged to dress the outside of their booths!

#### **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 4' from the booth, where space is available.

#### **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. 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 is 200 Village Green, Lincolnshire, IL 60069. Look for our green shirts and yellow Artist Check In signs to help guide you!

#### **Booth Number**

[Click here to find your booth number.](#) We made every attempt to fill special requests. Booth numbers are subject to change. We will notify you of any changes.

## **Festival Map**

Attached here.

## **Load-in and Parking Map**

Attached here.

## **Check-In Info**

### **Friday, June 4**

Flight One: 3pm-4pm: 230-254, 300 & 301, and even numbered booths 100-126 **EXCEPT 113-114**. Drop and Drive. Set up may continue as late as artists need.

Flight Two: 4:30pm-5:30pm: 200.5-228, Odd numbered booths 100-126 **EXCEPT 113-114**. Set up may continue as late as artists need.

Flight Three: 6PM: 113, 114, 200, and 229

Check-in will close at 6:15PM. Artists who want to come after check-in closes must call our festival phone to notify us during check-in hours. Phone number is 847-962-0190.

### **Saturday, June 5**

6am-8am: All Artists. Vehicle entry as allowed. Check-In will close at 8am. Set-up must be completed by 9:30am.

## **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

Unload everything in their space

Park their vehicle in the designated artist parking

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**

**FOR CHECK IN ONLY:** Park in the check-in lot just east of the Egg Harbor Restaurant.

**FOR FESTIVAL DAY PARKING:** Free parking during the festival hours is available at the nearby artists parking area, located across the festival on Milwaukee Avenue at the College of Lake County. Complimentary shuttle runs before, throughout and after the festival for your convenience. Parking permits will be distributed at check-in. If you plan to drop your hitch, please tape a parking permit to it.

**FOR FESTIVAL OVERNIGHT PARKING:** Overnight parking is not allowed at the College of Lake County. If you plan to stay overnight or leave your vehicle or trailer overnight, during festival hours ONLY, please keep trailers at the College and move them to the parking lot by the festival during non-festival hours.

## **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 Lincolnshire Art Festival! There is plenty of free parking for all your clients!

## Facebook

Join the event on Facebook!

<https://www.facebook.com/events/1664798513693462>

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:  
#LincolnshireArtFestival #AmdurProductions

Type these into your post to tag us and the event: @Amdur Productions @Lincolnshire Art 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 224-253-0307.

See you soon!