

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



Hello Glencoe Festival of Art Artists,

We are excited to have you exhibit your art at the Glencoe Festival of Art, July 24-25, 2021! Show hours are 10AM to 5PM on Saturday and Sunday.

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

#### **Donate 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!

#### **ProPanel Renters**

Artists renting our propanels are responsible for their own hanging equipment. Here's a great resource for ways to hang your artwork:

<https://www.propanels.com/product-category/hanging-systems/>

#### **Storage**

Back storage must be tidy and extend no more than 3' from the booth or shared with the space behind you, 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 cinderblocks 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**

Check in will be in a tent in the parking lot across the street from Town Hall. Approximate address is 675 Village Ct, Glencoe, IL 60022. 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 here.

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

Attached here.

## **Check-In Info**

### **Friday Evening, June 23**

Flight One: 6pm-7pm, Drop and Drive. Even Numbers 102-112, Even Numbers 200-216, Even Numbers 300-334, Even Numbers 400-420

Set up may continue as late as artists require.

Flight Two: 7:30pm-8:30pm, Odd Numbers 101-109, Odd Numbers 201-215, Odd Numbers 301-349, Odd Numbers 401-421, 100, 111, 500, 600

Set up may continue as late as artists require.

Check-in will close at 8:30pm. Artists who want to come after check-in closes must call our festival phone to notify us during check-in hours. Phone number is 224-253-0307.

### **Saturday, June 24**

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**

Free parking, including overnight and oversized vehicle parking will be available. Maps and parking permits will be distributed at check-in. If you plan to drop your hitch, please duct tape

a parking permit to it. **Artists MUST display their festival parking permits given at check in. Police will ticket all vehicles in the artist parking that do not show their permit!**

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

### **Facebook**

Join the event on Facebook!

<https://www.facebook.com/events/1562717220565140/>

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: #GlencoeFestivalofArt #AmdurProductions

Type these into your post to tag us and the event: @Amdur Productions @Glencoe 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!