

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

Millennium Art Festival

Hello Millennium Art Festival Artist,

We are excited to have you exhibit your art at the Millennium Art Festival, Friday July 16, Saturday July 17 & July 18, 2021! Show hours are Friday 11AM to 6PM, Saturday 10AM to 6PM, and Sunday 10AM to 5PM.

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

Side booths – Limited storage. Sidewalks must be clear. There will be some space between booths.

Midline booths – Limited storage to the sides

Tent Weights

Every tent needs to have AT LEAST **70** pounds per tent leg and strong straps or rope to attach the weights to the tent. Shared 55 gallon water barrels will be provided to every artist for added security. Please bring about 20' of strong rope for these 55 gallon water barrel weights. Artists will feed their ropes through the water barrels and connect to the cross pole. Amdur staff is on site to assist with this. 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.

Booths 36-65

The public will be walking on both sides of your tent so it is most advantageous to set up as a “walk-through” booth or have one side open and have the back side dressed with art. If you are not able to set up in either of these ways, we will designate a specific way for you to set up.

How to Get There

Check in will be a drive-thru check in on Lake Street, right off of Michigan Avenue. Go to the corner of Michigan Avenue and Lake Street in downtown Chicago. Approximate GPS address is 151 N Michigan Ave, Chicago, IL 60601.

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 to this email

Load-in and Parking Map

Attached please find the parking, staging and load-in map.

Load-In Thursday Evening, July 15

Flight One: 6pm-7pm Booths 8-31, 97-118, 152-164. Set-up may continue as long as you need.

Flight Two: 7:30pm- 8:30pm Booths 36-60, 176-187. Set-up may continue as long as you need.

Flight Three: 8:30pm-9pm Booths 1-7, 188-192. Strict Drop and Drive: These artists can stage on the sidewalk until 8:30pm as long as their car is not on the festival grounds. Artists can use Beaubien Street. No tents/art on the street until 8:30pm. Set-up may continue as long as you need.

Flight Four: 9pm – 9:30pm Booths 61-65. Set-up may continue as long as you need.

Check-in will be closed at 9:30pm. 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. If you miss your designated flight time on Thursday, you might have to wait to drive on to the festival grounds or you may have to dolly in.

Load-In Friday Morning, July 16

6am-8am: All Artists. Vehicle entry as allowed. Check-in will close at 8am.

If you miss your designated flight time on Thursday, you might have to wait to drive on to the festival grounds or you may have to dolly in.

How Load In Works

Every artist will:

Check-in and get credentials.

Drive in slowly with your windows down and your hazards on

Pull up near their booth space

Unload all of their items to their space WITHOUT setting up their tent

Park their vehicle

Come back to their space

Set-up their booth

****Please do not set up your booth until your car is parked outside of the festival footprint****

Promote, Promote, Promote!

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

Email this poster to your client list and invite them to the Millennium Art Festival! If you need a different size or any modifications, let us know!

Facebook

Join the event on Facebook!

<https://www.facebook.com/events/2268904856589031/>

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:

#MillenniumArtFestival #AmdurProductions

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