

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



Hello Evanston Art Fest Artist,

We are excited to have you exhibit your art at the Evanston Art Fest, 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!

ProPanel Renters & Emerging Artists

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 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 1740 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: 100, 300-300.4, All Even Numbered Booths 300.6-348, All Even Numbered Booths 104-162, All Even Numbered Booths 200-216

7:30AM-8:30AM: All Odd Numbered Booths 105-161, All Odd Numbered Booths 301-349, All Odd Numbered Booths 201-219

9AM-10:30AM: All Booths

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.****

Paid Parking Options

Parking Garage with 6'9" Clearance:

Parking Garage on Davis and Sherman

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 Fest!

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:
#EvanstonArtFest #AmdurProductions

Type these into your post to tag us and the event: @Amdur Productions @ Evanston Art Fest

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!