

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



Hello Oakbrook Art Festival Artists,

We are excited to have you exhibit your art at the Oakbrook Art Festival, September 11-12, 2021! Show hours are Saturday from 10AM to 6PM and Sunday from 11AM to 6PM.

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

#### **Hold Harmless for Oakbrook Center**

The attached hold harmless form is required for exhibiting in the show. Please fill this out and send it back to us before load-in of the show or bring it with you to check-in.

#### **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 3' from the booth, 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**

Check-in will be inside Oakbrook Center right underneath the awning for Crate + Barrel. Park between Macy's and Mitchell Gold + Bob Williams and follow our yellow Artist

Check-In signs. GPS address for Oakbrook Center 100 Oakbrook Center, Oak Brook, IL 60523.

### **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 and Parking Map**

Attached here.

### **Check-in/Load-in Times**

This is a DOLLY-IN show only! Bring your dolly! All artists are welcome to check-in and load-in at the times below.

### **Load-In Saturday, September 11**

Check-In for All Artists will be open from 6AM to 8AM. Artists wanting to come earlier, please contact [Caitlin@amdurproductions.com](mailto:Caitlin@amdurproductions.com) to confirm. Artists who wish to set up in this time MUST check-in by 8AM. Artists may continue to set up after 8am. Cars must be cleared of the loading area by 9AM on Saturday. Set up MUST be complete by 10am.

### **How Load In Works**

Every artist will:

Pull up next to their load-in entrance

Dolly all of their items to their space

Park their vehicle

Come back to their space and set-up their booth

\*\*Please do not set up your booth until your car is moved from the load-in entrance\*\*

### **Parking**

Regular and over-sized daily parking will be free and at the festival. **There is no overnight allowed at Oakbrook Center.** Maps and parking permits will be distributed 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 Oakbrook Art Festival! There is plenty of free parking for all your clients!

### **Facebook**

Join the event on Facebook!

<https://www.facebook.com/events/690807934899310/>

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: #OakbrookArtFestival #AmdurProductions

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