

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



PORT CLINTON ART FESTIVAL

Hello Port Clinton Art Festival Artists,

We are excited to have you exhibit your art at the **Port Clinton Art Festival**, August 28-29, 2021! Show hours are 10am to 6pm on both days.

Here's What You Need to Know

Artist Breakfast

Join us Sunday morning from 7:30am to 9am for a complimentary breakfast for participating artists! We will also announce the award winners at that time. Come to the south plaza of the Port Clinton building, near where our office is located!

Booth Design

In addition to the front opening, we encourage you to have another doorway or opening on an additional side for maximum air flow.

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/>

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!

Storage

Back storage must be tidy and extend no more than 4' from the booth, where space is available.

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.

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. 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.

How to get there

Check-in will be in Port Clinton Square. The suite number is 138, next to Coffee Speaks. GPS address is 600 Central Avenue, Highland Park, Illinois 60035. Follow our yellow check-in signs to help guide you to the office location. Please park outside of the barricades and then come to the check in office.

Festival Map

Attached to this email

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.

Load-In for Emerging Artists

Emerging Artists, please load-in on Saturday morning. Also, please remember to bring equipment to hang your artwork if applicable. Many artists use curtain hooks to hang their artwork on panels. Here's a great resource for ways to hang your artwork:

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

Check-in/Load-in Times

Friday, August 27

Flight 1: 3:30PM-4:30PM

Even Numbers: 300-366: East Side of First St. North

Even Numbers: 400-444: East Side on First St. South

Even Numbers: 500-528 on Second St. South

Odd Numbers: 501-539: on Second St. South

Flight 2: 5:30PM-6:30PM

Odd Numbers: 301-359: West side of First St. North

Odd Numbers: 401-435: West side of First St. South

Even Numbers: 530-544: Midline booths on Second St.

Flight 3: 7:30PM-8:30PM

Odd Numbers: 201-243: West side on Second St. North

Odd Numbers: 101-127: South side on Central Ave

Odd Numbers: 601-623: South side on Central Ave

Flight 4: 9PM-9:30PM

Even Numbers: 200-242: East side on Second St. North

Even Numbers: 100-128: North side on Central Ave

Even Numbers: 600-628: North side on Central Ave

Check in will close at 9:30PM on Friday night. Artists who want to come after 9:30PM on Friday must call or text our festival phone 224-253-0307 and let us know.

If you miss your assigned check-in time on Friday, you may come Saturday morning from 6AM to 7AM.

Saturday, August 28

6AM – 7AM: All Artists

ALL Booths can set-up. Artists arriving at this time may be required to dolly into their space.

ALL artists must be checked in by 7am on Saturday. All vehicles have to be out of the festival footprint by 7:30AM.

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 next to their booth space

Unload all of their items to their space

Park their vehicle in the designated artist parking

Come back to their space

Set-up their booth

****Do not set up your tent before your vehicle is off of 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.

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 Port Clinton Art Festival! There is plenty of free parking for all your clients!

Facebook

Join the event on Facebook!

Here's the link: <https://www.facebook.com/events/881865485684286/>

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:

#PortClintonArtFestival #AmdurProductions

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

