

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

# THIRD WARD

## Art Festival

Hello Third Ward Art Festival Artists,

We are excited to have you exhibit your art at the Third Ward Art Festival, September 4-5, 2021! Show hours are 10AM to 5PM each day.

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

#### **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 will be behind your booth. Please share with your neighbor(s).

#### **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.

#### **How to get there**

Check-in location TBA.

#### **Booth Number**

[Click here to find your booth number](#) (Booth numbers will be available 30 days prior to the show). There were many corner requests and we were not able to fulfill everyone. 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.

#### **Check-In Info**

##### **Friday, September 3**

Flight One: 6pm-7pm: All ODD Numbered Booths

Flight Two: 7:30pm-8:30pm: EVEN Numbered

Check-in will close at 9pm. Set-up may continue. 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, September 4**

6am-8am: All Artists. Vehicle entry as allowed. Check-In will close at 8am. Set-up must be completed by 9:30am. All artists' vehicles have to be outside of the festival footprint by 9am.

### **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 area

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**

TBA

### **Promote, Promote, Promote!**

Pre-promotion is EVERYTHING! Attached to this email is a digital file of the festival poster for your email blasts. Email this poster to your client list and invite them to the Third Ward Art Festival! There is plenty of free parking for all your clients!

### **Facebook**

Join the event on Facebook!

<https://www.facebook.com/events/645875349626480/>

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:

ThirdWardArtFestival #AmdurProductions

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