

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



Hello Gold Coast Art Fair Artist,

We are excited to have you exhibit your art at the Gold Coast Art Fair, Saturday, June 18 & Sunday, June 19, 2022! Show hours are 10AM to 5PM on Saturday and Sunday.

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

**Are You Demonstrating On Site?**

Let us know so we can talk about it in our festival advertising!

**Storage**

Back storage must be tidy and extend no more than 3' from the booth, where space is available.

**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/>

**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 who 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 in a tent on Jackson, just east of Columbus in downtown Chicago. The approximate address to use in your GPS is 301 E Jackson Drive, Chicago, Illinois 60603.

## **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 staging, load-in, and parking map.

## **Check-in and Load-In Friday, June 17, 2022**

Flight One: 11:00am - 12:30pm ALL ODD NUMBERS

Flight Two: 1:30pm - 3:00pm ALL EVEN NUMBERS

**\*\*NO cars in curb lanes Friday from 4pm-6pm during rush hour per Chicago police.\*\***

Flight Three: 6:00pm - 7:00pm ALL ARTISTS

Check in will close at 7pm on Friday. Set up may continue until 11pm on Friday. **\*\*NO ONE** is allowed in the festival area/park between 11pm and 6am, per Chicago Park District ordinance. Anyone in the park during these hours may be subject to a City fine**\*\***

## **Check-In and Load-In Saturday, June 18, 2022**

6am-8am: All Artists. Check in will close at 8am. Set-up must be completed by 9:30am

## **How Load In Works**

### **THIS IS A DOLLY-IN SHOW**

Every artist will:

Check-in and get the loading zone pass

Pull up next to the curb or on the curb

Unload all of their items to their space in one hour

Park their vehicle

Come back to their space and set-up their booth

**\*\*Please do not set up your booth until your car is out of the loading lane\*\***

## **Park Rules**

NO VEHICLES ARE ALLOWED ON SITE. Bring your DOLLY or WHEELED CART. Artists will be given a "loading zone pass" at check-in coded according to your flight and this MUST be displayed at all times while your vehicle is in the loading zone or your vehicle may be towed. All booths are adjacent to paved walks. If you cannot make your designated flight time on Friday, you may set up Friday evening or Saturday morning.

**\*\*NO ONE** is allowed in the festival area/park between 11pm and 6am, per Chicago Park District ordinance. Anyone in the park during these hours may be subject to a City fine**\*\***

## **Parking**

Attached is a parking map with local parking options.

The Millennium Parking Garage has a deal with us! It's \$13 for 12 hours. [Click here to sign up for the deal!](#)

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

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

Email this poster to your client list and invite them to see you at the Gold Coast Art Fair!

Below are the links to purchase tickets

<https://www.eventbrite.com/e/gold-coast-art-fair-tickets-320770582447?aff=ebdssbdestsearch>

## **Invite VIP clients for FREE!**

Use the code **WELOVEART22** at the checkout for free entry.

## **Facebook**

Join the event on Facebook!

[Gold Coast Art Fair Facebook Event](#)

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: #GoldCoastArtFair #GoldCoastArtFairGrantPark #AmdurProductions

Type these into your post to tag us and the event: @AmdurProductions @GoldCoastArtFair **\*\*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 312-351-5762.

See you soon!