

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



Hello Whitefish Bay Art Fest Artist,

We are excited to have you exhibit your art at the Whitefish Bay Art Fest, Saturday, July 9 & Sunday, July 10, 2022! Show hours are 10AM to 5PM on Saturday and Sunday.

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

#### **Hospitality Party for Artists**

Saturday, July 9th after the show, meet the Merchants of Whitefish Bay on the street at their tent in the festival (by booth 200 & 201) for a cold beverage & some appetizers! The party will go until 6PM. See you there!

#### **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 shared with the booth behind each space, 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.

#### **How to Get There**

Our check in office will be located at 629 E. Silver Spring Drive. Please go there to check-in and get your credentials.

#### **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.

### **Check-in and Load-In Friday, July 9**

Flight One: 6PM – 7PM, Even numbered booths only, drop and drive

Flight Two: 7:30pm-8:30pm, Odd numbered booths only, drop and drive

Set-up may continue as long as you need. Artists who want to come after check-in closes must call our festival phone to notify us during check-in hours. Phone number is 312-351-5762.

### **Check-In and Load-In Saturday, July 10**

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

### **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 artist parking

Come back to their space and set-up their booth

**\*\*Please do not set up your booth until your car is parked in the Artist Parking\*\***

### **Parking**

Parking, including overnight and oversized vehicles, 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 is the promotional poster.

Email this poster to your client list and invite them to Whitefish Bay Art Fest! Parking for customers will be free and is located nearby.

### **Facebook**

Join the event on Facebook!

[Whitefish Bay Art Fest 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:

#WhitefishBayArtFest #AmdurProductions

Type these into your post to tag us and the event: @Amdur Productions @ Whitefish Bay 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 312-351-5762.

See you soon!