

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

Millennium Art Festival

Hello Millennium Art Festival Artist,

We are excited to have you exhibit your art at the Millennium Art Festival, Friday July 15, Saturday July 16 & Sunday July 17, 2022! Show hours are Friday 10AM to 5PM, Saturday 10AM to 5PM, and Sunday 10AM to 5PM.

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!

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/>

Storage

Back to Curb – Limited storage. Sidewalks must be clear.

Midline booths – Limited storage to the sides

Tent Weights

Every tent needs to have **AT LEAST 70 pounds** per tent leg and strong straps or rope to attach the weights to the tent. **DO NOT** use stretchy bungees Weight inspections will occur before the festival opens and throughout the festival to keep everyone safe. Any artist who does not meet these requirements will be required to remedy 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.

Booths Along the Midline

The public will be walking on both sides of your tent so it is most advantageous to set up as a “walk-through” booth or have one side open and have the back side dressed with art. If you

are not able to set up in either of these ways, we will designate a specific way for you to set up.

How to Get There

Check in will be a drive-thru check in on Lake Street, right off of Michigan Avenue. Go to the corner of Michigan Avenue and Lake Street in downtown Chicago. Approximate GPS address is 151 N Michigan Ave, Chicago, IL 60601.

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 parking, staging and load-in map.

Load-In Thursday Evening, July 14

Flight One: 6pm-7pm Booths 8-32, 97.5-119, 152-167. Set-up may continue as long as you need.

Flight Two: 7:30pm- 8:30pm Booths 33-58.8, 168-187. Set-up may continue as long as you need.

Flight Three: 8:30pm-9pm Booths 1-7.5, 189-191. Strict Drop and Drive: These artists can stage on the sidewalk until 8:30pm as long as their car is not on the festival grounds. Artists can use Beaubien Street. No tents/art on the street until 8:30pm. Set-up may continue as long as you need.

Flight Four: 9pm – 9:30pm Booths 59-65. Set-up may continue as long as you need.

Check-in will be closed at 9:30pm. 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. If you miss your designated flight time on Thursday, you might have to wait to drive on to the festival grounds or you may have to dolly in.

Load-In Friday Morning, July 15

6am-8am: All Artists. Vehicle entry as allowed. Check-in will close at 8am.

If you miss your designated flight time on Thursday, you might have to wait to drive on to the festival grounds or you may have to dolly in.

How Load In Works

Every artist will:

Check-in and get credentials.

Drive in slowly with your windows down and your hazards on

Pull up near their booth space

Unload all of their items to their space WITHOUT setting up their tent

Park their vehicle

Come back to their space

Set-up their booth

****Please do not set up your booth until your car is parked outside of the festival footprint****

Facebook

Join the event on Facebook!

[Millennium Art Festival 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:

#MillenniumArtFestival #AmdurProductions

Type these into your post to tag us and the event: @Amdur Productions @Millennium Art Festival ****Tip: if you copy and paste, it will often not work. Typing in the name is the way to go.****

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!