

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



Hello Burr Ridge Art Fair Artists,

We are excited to have you exhibit your art at the **Burr Ridge Art Fair**, September 24-25, 2022! Show hours are **Saturday and Sunday from 10AM to 5PM.**

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

#### **ProPanel Renters**

Artists renting our propanels are responsible for their own hanging equipment.

#### **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 3' from the booth, 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**

Go to 880 Village Center Dr, Burr Ridge, IL 60527 and look for our yellow check in signs and our lime green Amdur Productions shirts!

#### **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. Also found on the Artist Information page on our website.

## Check-in/Load-in Times

Please follow the specific instructions below.

### Check-In and Load-In Friday, September 23 - FOR SPECIFIC BOOTHS ONLY/ NOT THE WHOLE SHOW

**Flight One:** 12pm - 1:30pm, Even numbered booths 90-115 & 200-215 ONLY

**Flight Two:** 2pm - 3:30pm, Odd numbered booths 90-115 & 200-215 ONLY

**NO OTHER BOOTHS CAN SET UP FRIDAY. ALL OTHER BOOTHS MUST SET UP SATURDAY MORNING.**

**Check-In will close at 4pm.** Set-up may continue as long as you need.

### Check-in and Load-In Saturday, September 24 - ALL BOOTHS (100-616)

6am-8am: All Artists. Vehicle entry as allowed. Check-In will close at 8am. Set-up must be completed by 9:30am. Artists needing to come earlier than 5am need to coordinate with us.

## 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

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

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. Artists MUST display their festival parking permits given at check in.

## 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 Burr Ridge Art Fair! There is plenty of free parking for all your clients!

## Facebook

Join the event on Facebook!

Burr Ridge 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: #BurrRidgeArtFair #AmdurProductions #BurrRidgeVillageCenter

Type these into your post to tag us and the event: @Amdur Productions @ Burr Ridge Art Fair @Burr Ridge Village Center \*\*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!