

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

NORTHBROOK



Hello Northbrook Art in the Park Artist,

We are excited to have you exhibit your art at the Northbrook Art in the Park, Saturday, May 21 & Sunday, May 22, 2022! Show hours are 10AM to 5PM on Saturday and Sunday.

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

#### **Donate Your Art**

Home is Where the HeART Is! We invite you to bring your gently used art to the fest and donate it to The Chicago Furniture Bank. They're truly making a difference by distributing furnishings to those leaving shelters and moving into permanent housing. Help them turn empty spaces into cozy homes! Bring to the Amdur Productions info tent!

#### **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**

**NO STAKING.** 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.

## **Awnings**

Awnings are allowed in all booth locations.

## **How to Get There**

Go to 1810 Walters Ave, Northbrook, IL 60062 and look for our green shirts and our yellow check in signs! Check in will be in the gazebo in the park.

## **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 Saturday Morning on **May 21, 2022****

6am-8am: All Artists. Check-In will close at 8am. **Set-up must be completed by opening at 9:30am on Saturday. If you need an earlier set up time, please let us know so we can coordinate.**

## **How Load In Works**

**THIS IS A DOLLY-IN SHOW. Please bring a dolly! We will not have any available.**

Every artist will:

Pull up curbside close to their booth space

Dolly all of their items to their space. (Booths 46-59 will be able to pull up close to their spaces)

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**

Oversized and regular day and overnight parking will be available. We will show you where to park when you check in. Parking permits will be distributed at check-in. If you plan to drop your hitch, please ask for an additional permit at checkin and duct tape the 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 Northbrook Art in the Park!

## **Facebook**

Join the event on Amdur Productions' Facebook page!

[Northbrook Art in the Park 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: #NorthbrookArtinthePark #AmdurProductions

Type these into your post to tag us and the event: @Amdur Productions @Northbrook Art in the Park \*\*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 Caitlin at 312-351-5762.

See you soon!