

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



Hello Barrington Art Festival Artist,

We are excited to have you exhibit your art at the Barrington Art Festival, Memorial Day Weekend, Saturday, May 27 & Sunday, May 28, 2023! Show hours are 10AM to 5PM on Saturday and Sunday.

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

#### **Bring A Water Bottle!**

In an initiative to be eco-friendly and reduce our carbon footprint, instead of plastic water bottles, we will have cold water available to refill your water bottle.

#### **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 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 50 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**

Check-in will be in a tent on Lake Street. Approximate GPS address is 222 S Cook St, Barrington, IL 60010. Please park outside of the festival grounds and walk to the check in office before bringing your vehicle onto the festival grounds. Follow the yellow Artist Check In signs and look for 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.

### **Load-in Map**

Attached please find the load-in map.

### **Check-In and Load-In Friday, May 26, 2023**

**Flight One:** 5:30pm-7pm:

- All booths 109-117
- Even numbered booths 200-228
- Odd numbered booths 301-317
- Even numbered booths 400-420
- Odd numbered booths 501-529

Drop and Drive. All flight 1 cars should be off the festival footprint by 7:30pm. Set-up may continue as long as you need.

**Flight Two:** 7:30pm

- All booths 118-126
- Odd numbered booths 201-231.5
- Even numbered booths 300-330
- Odd numbered booths 401-417
- Even numbered booths 500-522

**Flight Three:** 8:30pm

- All booths 96-103

**Check-In will close at 9pm.** 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, May 27, 2023**

6am-8am: All Artists. Vehicle entry as allowed. Check-In will close at 8am. Vehicles must be off of the festival footprint by 9am. 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

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**

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.

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

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

Email this poster to your client list and invite them to Barrington Art Festival! Parking for customers will be free and is located either on the streets around the festival, across the festival at Barrington's Village Hall (200 S Hough St, Barrington, IL 60010), or in the Public Parking Lot (210 W Station St, Barrington, IL 60010)!

### **Facebook**

Join the event on Amdur Productions' Facebook page!

<https://www.facebook.com/events/622427335915658/622427345915657/>

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: #BarringtonArtFestival #AmdurProductions

Type these into your post to tag us and the event: @Amdur Productions @Barrington Art Festival **\*\*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!