

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



## **ART + CRAFT FAIR**

**Hello Spring Lincoln Roscoe Art & Craft Fair Artist,**

We are excited to have you exhibit your art at the Spring Lincoln Roscoe Art & Craft Fair, Saturday, May 13, 2023 and Sunday May 14, 2023! Show hours are **10AM to 7PM** on Saturday and 10AM to 5pm on 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. Weight inspections will occur before the festival opens and throughout the festival to keep everyone safe. Any artist who 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 at the south end of the festival, at the intersection of Lincoln Avenue and School in downtown Chicago. The approximate address to use in your GPS is 3300 N Lincoln Ave, Chicago, IL 60657.

### **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, May 12, 2023**

6:30PM – 7:15PM: 100's

7:45PM – 8:30PM: 200's

Check in will close at 8:30pm on Friday. Set up may continue through the evening. Artists who want to set up 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 13, 2023**

6am-8am: All Artists. 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

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 off of the festival footprint\*\***

### **Parking**

There's street parking on Lincoln Avenue just north of the show. There's also a parking lot at 1629 W Melrose St, Chicago, IL, just a few blocks away.

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

Pre-promotion is EVERYTHING! Attached is the promotional poster. Email this poster to your client list and invite them to see you at the Spring Lincoln Roscoe Art & Craft Fair!

### **Facebook**

Join the event on Facebook!

<https://www.facebook.com/events/1576530096056577/1843672996008951/>

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: #SpringLincolnRoscoeArtAndCraftFair #AmdurProductions

Type these into your post to tag us and the event: @Amdur Productions  
@SpringLincolnRoscoeArtAndCraftFair \*\*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 us and we'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!