

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



Hello Art at the Glen Artists,

We are excited to have you exhibit your art at the Art at the Glen, July 29-30, 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 & Emerging Artists**

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 4' 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**

Check in location TBA. Go to 2030 Tower Dr, Glenview, IL 60026 and look for our yellow Artist Check In signs to help guide you!

#### **Booth Number**

[Click here to find your booth number](#) (Booth numbers will be available 30 days prior to the show). We made every attempt to fill special requests. Booth numbers are subject to change. We will notify you of any changes.

**Festival Map**  
Attached here.

**Load-in and Parking Map**  
Attached here.

**Check-In Info**  
**Friday, July 29**

Flight One: 6:30pm-7:30pm: **ALL BOOTHS EXCEPT: 263.5, 265, 265.5, 267, 269, 271, 273, 275, 277, 279**

Flight Two: 8pm-8:30pm: **263.5, 265, 265.5, 267, 269, 271, 273, 275, 277, 279**  
Setup may continue as late as artists need.

Check-in will close at 8:30pm. Set-up may continue. 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.

**Saturday, July 30**

6am-8am: All Artists. Vehicle entry as allowed. Check-In will close at 8am. Cars must be off the venue 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 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 Art at the Glen!

There is plenty of free parking for all your clients!

**Facebook**

Join the event on Facebook!

[Art at the Glen 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:

#ArtattheGlen #AmdurProductions

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

## **Instagram**

Follow and tag @amdurproductions and hashtag #AmdurProductions in the lead up to the fest. Artists can also tag our artist page @amdur\_productions\_for\_artists

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!