

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



Hello Lincolnshire Art Festival Artists,

We are excited to have you exhibit your art at the Lincolnshire Art Festival, August 12 and 13, 2023! Show hours are from 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 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.

#### **Awnings**

Awnings are allowed in all booth locations.

#### **How to Get There**

Approximate address is 200 Village Green, Lincolnshire, IL 60069. Look for our green shirts and yellow Artist Check In signs to help guide you!

## **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 here.

## **Check-In Info**

### **Friday, August 11**

Flight One: 3pm-3:45pm: Booth numbers 203.5-224 and even numbered booths 100-126. Drop and Drive. Set up may continue as late as artists need.

Flight Two: 4:15pm-5pm: Booth numbers 251-230, Odd numbered booths 100-126. Set up may continue as late as artists need.

Flight Three: 5:30PM: 200 and 112

Check-in will close at 6PM. 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, August 12**

6am-8am: All Artists. Vehicle entry as allowed. Check-In will close at 8am. All vehicles should 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**

**FOR CHECK IN ONLY:** Park in the check-in lot just east of the Egg Harbor Restaurant.

**FOR FESTIVAL DAY PARKING:** Free parking during the festival hours is available at the nearby artists parking area, located across the festival on Milwaukee Avenue at the College of Lake County. Complimentary shuttle runs before, throughout and after the festival for your convenience. Parking permits will be distributed at check-in. If you plan to drop your hitch, please tape a parking permit to it.

**FOR FESTIVAL OVERNIGHT PARKING:** Overnight parking is not allowed at the College of Lake County. If you plan to stay overnight or leave your vehicle or trailer overnight, during festival hours ONLY, please keep trailers at the College and move them to the parking lot by the festival during non-festival hours.

## **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 Lincolnshire Art Festival! There is plenty of free parking for all your clients!

## **Facebook**

Join the event on Facebook!

### [Lincolnshire Art Festival Facebook Event](#)

Once you've joined, invite all your friends on Facebook and post it on your Facebook page, in your blog on your website! Use the following hashtags when you post: #LincolnshireArtFestival #AmdurProductions

Type these into your post to tag us and the event: @Amdur Productions @Lincolnshire 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!

### **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

### 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!