

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

# THIRD WARD

## Art Festival

Hello Third Ward Art Festival Artists,

We are excited to have you exhibit your art at the Third Ward Art Festival, September 2-3, 2023! Show hours are 10AM to 5PM each day.

### **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**

Check-in location TBA. Look for our green shirts and yellow Artist Check In signs to help guide you!

## **Booth Number**

[Click here for booth numbers.](#) There were many corner requests and we were not able to fulfill everyone. We made every attempt to fill special requests. Booth numbers are subject to change. We will notify you of any changes.

## **Festival Map**

Attached at the end of this email.

## **Check-In Info**

### **Friday, September 1, 2023**

Flight One: 6pm-7pm: All ODD Numbered Booths

Flight Two: 7:30pm-8:30pm: EVEN Numbered

Check-in will close at 9pm. 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, September 2, 2023**

6am-8am: All Artists. Vehicle entry as allowed. Check-In will close at 8am. Set-up must be completed by 9:30am. All artists' vehicles have to be outside of the festival footprint by 9am.

## **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 area

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**

Map attached at the end of this email.

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

## **Facebook**

Join the event on Facebook!

[Third Ward Art Festival 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:

ThirdWardArtFestival #AmdurProductions

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

**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!