

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



Hello Gold Coast Art Fair Artist,

We are excited to have you exhibit your art at the Gold Coast Art Fair, Saturday, June 15 & Sunday, June 16, 2024! Show hours are 10AM to 5PM on Saturday and Sunday.

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

**How Load In and Check-In Works**

**THIS IS A DOLLY-IN SHOW**

Every artist will:

Check-in and get the loading zone pass

To make room for all artists, the loading pass will expire after an hour or when the artist is done unloading

Pull up next to the curb or on the curb

Unload all of their items to their space in one hour

Park their vehicle

Come back to their space and set-up their booth

**\*\*Please do not set up your booth until your car is out of the loading lane\*\***

**How to Get to Check-In**

Check-in will be in a tent on Jackson, just east of Columbus in downtown Chicago. The approximate address to use in your GPS is 301 E Jackson Drive, Chicago, Illinois 60603.

**Check-in and Load-In Friday, June 14, 2024**

Flight One: 11:30am - 12:45pm ALL ODD NUMBERS

Flight Two: 1:30pm - 3:00pm ALL EVEN NUMBERS

**\*\*NO cars in curb lanes Friday from 4pm-6pm during rush hour per Chicago police.\*\***

Flight Three: 6:00pm - 7:00pm ALL ARTISTS

Check in will close at 7pm on Friday. Set up may continue until 11pm on Friday. **\*\*NO ONE** is allowed in the festival area/park between 11pm and 6am, per Chicago Park District ordinance. Anyone in the park during these hours may be subject to a City fine\*\*

### **Check-In and Load-In Saturday, June 15, 2024**

6am-8am: All Artists. Check in will close at 8am. Set-up must be completed by 9:30am

### **Park Rules**

**NO VEHICLES ARE ALLOWED ON SITE. Bring your DOLLY or WHEELED CART.** Artists will be given a "loading zone pass" at check-in coded according to your flight and this **MUST** be displayed at all times while your vehicle is in the loading zone or your vehicle may be towed. All booths are adjacent to paved walks. If you cannot make your designated flight time on Friday, you may set up Friday evening or Saturday morning.

**\*\*NO ONE** is allowed in the festival area/park between 11pm and 6am, per Chicago Park District ordinance. Anyone in the park during these hours may be subject to a City fine\*\*

### **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

### **Parking**

#### **Vehicles and Trailers 6' 8" and under:**

Park close at the Millennium Parking Garage! [Click here for their website.](#)

**Oversized vehicles:** There is nearby street parking on the westside of Columbus Street that is metered parking. Here are some lots that do not have height restrictions.

- 231 S Wabash
- 328 S Wabash
- 434 S Wabash Ave
- 800 S Wells St.

Please contact the lots for further information.

**RV's:** The closest lot we know of is near the McCormick Place at their Marshaling Yard. Here's more information: <https://mccormick.parkingguide.com/rv-parking/>

### **Storage**

Back storage must be tidy.

## **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/>

## **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 who does not comply with these rules will be required to fix the problem 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, unless pre-approved by the festival committee.

## **Awnings**

Awnings are allowed in all booth locations.

## **Booth Space**

Some spaces are on concrete and some booths are on grass. Please be prepared for either!

## **Are You Demonstrating On Site?**

Let us know so we can talk about it in our festival advertising!

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

Pre-promotion is EVERYTHING! Attached is the file for the promotional poster and additional graphics to use in your emails and social media postings! Use the following hashtags when you post: #GoldCoastArtFair #GoldCoastArtFairGrantPark #AmdurProductions

Type these into your post to tag us and the event: @Amdur Productions @Gold Coast Art Fair

## **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!