**ART AT THE GLEN**

**Hello Art at the Glen Artists,**

We are excited to have you exhibit your art at the Art at the Glen, July 27-28, 2024! Show hours are 10AM to 5PM on Saturday and Sunday.

**<ins>Here's What You Need to Know</ins>**

**How Check-In and 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
<ins>All artists should not set up their booth until their car has left the festival grounds.</ins>

**How to Get to Check-In**
Check in office will be 2660 Valor, Glenview, IL 60026. Look for our yellow Artist Check In signs to help guide you!
**<ins>Check-In Info</ins>**
**Friday, July 26**
Flight One: 6:30pm-7:30pm: **ALL BOOTHS <ins>EXCEPT</ins>: 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 27**
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.

**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.

**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.

**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.

**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/

**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.

**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: #ArtattheGlen #AmdurProductions
Type these into your post to tag us and the event: @Amdur Productions @Art at the Glen @The Glen Town Center

**Follow Us on Facebook and Instagram**
Make sure you're following Amdur on social media! Tag us in all your promotional materials leading up to the festival so we can repost them to our community of festival-goers! You can also share our content for the art festivals to make it easy. Access our social accounts here:
https://linktr.ee/amdurproductionssocial

**Questions?**
Before the festival, call our office at 847-926-4300. If you are calling on the day of load-in, call our festival phone (312-351-5762).