

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, July 6 and 7, 2024! Show hours are from 10AM to 5PM on Saturday and Sunday.

**Here's What You Need to Know
How Load In and Check-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.

How to Get to Check-In

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

Check-In Info

Friday, July 5

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 230-251, 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 (312-351-5762) to notify us during check-in hours.

Saturday, July 6

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.

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.

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.

Storage

Back storage must be tidy and extend no more than 4 feet 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 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 approved by the festival committee.

Awnings

Awnings are allowed in all booth locations.

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/>

Art Festival Gift Cards

To stimulate art buying at the festival, Amdur Productions sells and gives away \$25 gift cards to attendees! Please honor the \$25 gift card as payment. Then fill out your name on the gift card and bring it to an Amdur Productions' staff member. We will reimburse you the amount with cash right at the festival!

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: #LincolnshireArtFestival #AmdurProductions

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

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](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!