

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

Millennium Art Festival

Hello Millennium Art Festival Artist,
We are excited to have you exhibit your art at the Millennium Art Festival, Friday June 28, Saturday June 29 & Sunday June 30, 2024! Show hours are 10am to 5pm on Friday, Saturday, and Sunday.

Here's What You Need to Know

How Load In Works

Every artist will:

Pull up by the barricades on Michigan Avenue and Lake Street

Tell the person at the barricade that they are an artist with the art fair

Please arrive at the designated flight time! If an artist arrives outside of their designated time, they might be asked to park nearby and come back.

Check-in will be a drive-thru check-in. Stay in the vehicle and an Amdur staff member will come to the vehicles.

Drive in slowly with the vehicle's windows down and hazards on

Pull up near their booth space

Unload all of their items to their space WITHOUT setting up their tent

Park their vehicle

Come back to their space

Set-up their booth

****Please do not set up your booth until your car is parked outside of the festival footprint****

How to Get to Check-In

Check in will be a drive-thru check in on Lake Street, right off of Michigan Avenue.

Go to the corner of Michigan Avenue and Lake Street in downtown Chicago. Approximate GPS address is 151 N Michigan Ave, Chicago, IL 60601.

Load-In Thursday Evening, June 27

- **6pm-7pm:** Booths 8-32, 97.5-119. Strict Drop and Drive. Set-up may continue as long as you need.
- **7:30pm- 8:30pm:** Booths 33-58.5. Strict Drop and Drive. Set-up may continue as long as you need.

- **8:30pm-9pm:** Booths 1-7.5, 189-191. Strict Drop and Drive: These artists can stage on the sidewalk until 8:30pm as long as their car is not on the festival grounds. Artists can use Beaubien Street. No tents/art on the street until 8:30pm. Set-up may continue as long as you need.
- **9pm – 9:30pm:** Booths 59-65. Set-up may continue as long as you need.

Check-in will be closed at 9:30pm. Artists who want to come after check-in closes must call our festival phone (312-351-5762) to notify us during check-in hours. If you miss your designated flight time on Thursday, you might have to wait to drive on to the festival grounds or you may have to dolly in.

Load-In Friday Morning, June 28

6am-8am: All Artists. Vehicle entry as allowed. Check-in will close at 8am.

If you miss your designated flight time on Thursday, you might have to wait to drive on to the festival grounds or you may have to dolly in.

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

Use Spot Hero for discounted parking! [Click here for more information.](#)

Oversized vehicles:

A close open lot is at 201 East Illinois Street, Chicago, IL. It's about a mile from the show.

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/>

Tent Weights

Winds can be strong in this area. Please be prepared. Every tent needs to have **AT LEAST 70 pounds** per tent leg and strong straps or rope to attach the weights to the tent. **DO NOT** use stretchy bungees Weight inspections will occur before the festival opens and throughout the festival to keep everyone safe. Any artist who does not meet these requirements will be required to remedy 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, unless pre-approved by the festival committee.

Storage

Please keep storage tidy and behind your booth space or next to your booth if you are in the midline. Sidewalks must be clear.

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 a water cooler 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: #MillenniumArtFestival #AmdurProductions

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

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!