

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

NORTHBROOK



Hello Northbrook Art in the Park Artist,

We are excited to have you exhibit your art at the Northbrook Art in the Park, Saturday, May 11 & Sunday, May 12, 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. Please bring a dolly! We will not have any available.

Every artist will:

Pull up curbside close to their booth space

Dolly all of their items to their space. (Booths 46-59 will be able to pull up closest to their spaces)

Park their vehicle in artist parking (nearby)

Come back to their space and set-up their booth

****Please do not set up your booth until your car is parked in the Artist Parking****

How to Get to Check-In

Go to 1810 Walters Ave, Northbrook, IL 60062 and look for our green shirts and our yellow check in signs! Check in will be in the gazebo in the park.

Check-In and Load-In Saturday Morning on May 11, 2024

6am-8am: All Artists. Check-In will close at 8am. **Set-up must be completed by opening at 9:30am on Saturday. If you need an earlier set up time, please let us know so we can coordinate.**

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

Oversized and regular day and overnight parking will be available. We will show you where to park when you check in. Parking permits will be distributed at check-in. If you plan to drop your hitch, please ask for an additional permit at checkin and duct tape the parking permit to it.

Storage

Back storage must be tidy and extend no more than 3 feet from the booth, where space is available.

Tent Weights

NO STAKING. 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. 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.

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.

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/>

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: #NorthbrookArtinthePark #AmdurProductions
Type these into your post to tag us and the event: @Amdur Productions @Northbrook Art in the Park

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 the festival phone (312-351-5762).

See you soon!