

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



PORT CLINTON ART FESTIVAL

Hello Port Clinton Art Festival Artists,

We are excited to have you exhibit your art at the **Port Clinton Art Festival**, August 24-25, 2024! Show hours are 10am to 5pm on both days.

Here's What You Need to Know

How Load In Works

Check-in and get credentials, parking **OUTSIDE** of the festival footprint.

Drive in slowly with your windows down and your hazards on

Pull up next to their booth space

Unload all of their items to their space

Park their vehicle in the designated artist parking

Come back to their space

Set-up their booth

****Do not set up your tent before your vehicle is off of the festival grounds.****

In order for load-in to work, ALL artists must drop their belongings at their booth space, remove their car, and then set up their tent/display. Please be a part of a smooth load-in by following these rules.

How to Get to Check-In

Check-in will be in Port Clinton Square. The suite number is 138. GPS address is 600 Central Avenue, Highland Park, Illinois 60035. Follow our yellow check-in signs to help guide you to the office location. Please park outside of the barricades and then come to the check in office.

Check-in/Load-in Times

Friday, August 23

Flight 1: 3:30PM-4:30PM

All booths in the 400 block

Even Numbers: 500-528 on Second St. South

Odd Numbers: 501-539: on Second St. South

Flight 2: 5:30PM-6PM

Even Numbers: 530-544: Midline booths on Second St.

All booths in the 300 block

Flight 3: 7:30PM-8:30PM

All booths in the 100 block

All booths in the 200 block

All booths in the 600 block

Booths 701-704

Check in will close at 8:30PM on Friday night. Artists who want to come after 8:30PM on Friday must call or text our festival phone 312-351-5762 and let us know.

If you miss your assigned check-in time on Friday, you must come Saturday morning from 6AM to 7AM.

Saturday, August 24

6AM – 7AM: All Artists

ALL Booths can set-up **HOWEVER artists will have limited access to drive to their space due to closing of the entrances.**

ALL artists must be checked in by 7am on Saturday. All vehicles have to be out of the festival footprint by 7:30AM.

Booth Number

[Click here for 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

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.

Rental Tents & Rental Pro Panels

Artists who have rented a tent and pro panels may have to wait a little longer to set up. It takes time to set up the tent and then set up the panels. If you can set up Saturday morning, that might be the best.

Storage

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

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.

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. 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.

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/>

Artist Breakfast

Join us Sunday morning from 7:45am to 9am for a complimentary breakfast for participating artists! We will also announce the award winners at that time. Come to the south plaza of the Port Clinton building, near where our office is located!

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!

Are You Demonstrating On Site?

Let us know so we can talk about it in our community outreach!

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: #PortClintonArtFestival #AmdurProductions

Type these into your post to tag us and the event: @Amdur Productions @Port Clinton 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 (312-351-5762).