

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



Hello Printer's Row Art Fest Artist,

We are excited to have you exhibit your art at the Printer's Row Art Fest, Saturday, August 10 and Sunday, August 11, 2023! Show hours are 10AM to 5PM on Saturday and Sunday.

**Here's What You Need to Know**

**How 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 next to their booth

Unload all of their items to their space

Park their vehicle

Come back to their space and set-up their booth

**\*\*Please do not set up your booth until your car is off of the festival footprint\*\***

**How to Get to Check-In**

Check-in will be on Dearborn and Polk Street in downtown Chicago. The approximate address to use in your GPS is W Polk St & S Dearborn St, Chicago, IL 60605.

**Check-in and Load-In Friday, August 9**

6:30PM – 7:15PM: Odd Numbered Booths

7:45PM – 8:30PM: Even Numbered Booths

Check in will close at 8:30pm on Friday. Set up may continue through the evening. Artists who want to set up after check-in closes must call our festival phone to notify us during check-in hours. Phone number is 312-351-5762.

**Check-In and Load-In Saturday, August 10**

6am-8am: All Artists. Check in will close at 8am. 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 to this email.

## **Parking**

The closest parking lot for all vehicles is at the north end of the festival on Harrison and Dearborn (601 S Dearborn St, Chicago, IL 60605). There's another open lot off State Street, just a couple blocks away. Here's the address: 609 S State St, Chicago, IL 60605

## **Storage**

Back storage must be tidy and extend no more than 3' 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 who 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.

## **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: #PrintersRowArtFest #AmdurProductions

Type these into your post to tag us and the event: @Amdur Productions @Printer's Row Art Fest

**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).