

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



ART + CRAFT FAIR

Hello Lincoln Roscoe Art & Craft Fair Artist,

We are excited to have you exhibit your art at the Lincoln Roscoe Art & Craft Fair, Saturday, May 18, 2024 and Sunday May 19, 2024! Show hours are **10AM to 7PM** on Saturday and 10AM to 5pm on 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 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

Every artist must check in to the festival before setting up their tent and display. Check-in will be at the south end of the festival, at the intersection of Lincoln Avenue and School in downtown Chicago. The approximate address to use in your GPS is 3300 N Lincoln Ave, Chicago, IL 60657.

Check-in and Load-In Friday, May 17, 2024

6:30PM – 7:15PM: 100's

7:45PM – 8:30PM: 200's

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

Check-In and Load-In Saturday, May 18, 2024

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

There's street parking on Lincoln Avenue just north of the show. There's also a parking lot at 1629 W Melrose St, Chicago, IL, just a few blocks away.

Storage

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

Tent Weights

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: #LincolnRoscoeArtAndCraftFair #AmdurProductions
Type these into your post to tag us and the event: @Amdur Productions
@LincolnRoscoeArtAndCraftFair

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).

See you soon!