

**DETAILS SUBJECT TO CHANGE. WE WILL EMAIL ANY CHANGES TO YOU!**



**Hello BAYSHORE Makers Market Artists,**

We're excited to see you at the **BAYSHORE Makers Market**, June 22 - 23, 2024! Show hours are **10AM to 5PM** on Saturday and **11AM 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.

Pull up close to their space location. We will be working together to make it as easy as possible for all artists.

Unload everything in their space **WITHOUT** setting up.

Park their car in the designated parking location

Return to their booth space and set up

#### **How to Get to Check-In**

Go to 5710 N. Centerpark Way, Glendale, WI and look for us in our lime green Amdur Productions shirts!

#### **Set Up: Saturday, June 22, 2024**

6am-6:45am: Booths 215-229 & 319-338

7:15am-8am: 204-214.5 & 300-317

Check-In will close at 8am. Cars must be off the venue by 9am. **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.](#) (Booth numbers will be available 30 days prior to the show). Booth numbers are subject to change. Please refer to the website for updated booth numbers.

**Festival Map**

Attached to this email.

**Parking**

Free parking for all artists will be on site or at a nearby location. Location will be explained at check in.

**Storage**

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

**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. 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. No nailing into the ground. Any artist that 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.

**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: #BAYSHOREMakersMarket #AmdurProductions

Type these into your post to tag us and the event: @Amdur Productions @Bayshore Makers Market

### **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 at 312-351-5762.

See you soon!