

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



Hello Magnificent Mile Art Festival Artist,

We are excited to have you exhibit your art at the Magnificent Mile Art Festival, Saturday, June 22 & Sunday, June 23, 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

Every artist will:

Check-in and get the loading zone pass

To make room for all artists, the loading pass will expire after an hour or when the artist is done unloading

Pull up next to the curb or on the curb

Unload all of their items to their space in one hour

Park their vehicle

Come back to their space and set-up their booth

****Please do not set up your booth until your car is out of the loading lane****

How to Get to Check-In

Check-in will be in a tent on the corner of E Chestnut Street and Michigan Avenue. It is important to note that E Chestnut is a one way street, so please be aware of this when driving up to check-in. The approximate address to use in your GPS is 875 N Michigan Avenue, Chicago, Illinois 60603.

Check-in and Load-In Friday, June 21, 2024

Flight One: 5:00pm - 6:00pm: Booth Numbers 300-328, 426-438, 500-514

Flight Two: 6:30pm - 7:30pm: Booth Numbers 400-424, 100-128, 200-224

Optional Check-In and Load-In Saturday, June 22, 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

Artists can park right at the festival at 875 N Michigan Avenue. Parking garage height clearance is 6'6". [Click here for more information.](#)

Parking Lots with no Height Restrictions:

There are nearby parking lots that are 0.8 miles from the festival. Here are some lots that do not have height restrictions.

- 1017 N La Salle Dr.
- 201 E Illinois St.

Please contact the lots or refer to SpotHero for further information.

RV's: The closest lot we know of is near the McCormick Place at their Marshaling Yard. Here's more information: <https://mccormick.parkingguide.com/rv-parking/>

Storage

Back storage will be minimal and must be tidy.

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/>

Tent Weights

Every tent will need to have AT LEAST 75 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 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.

Booth Space

Please bring something to put under your tent legs so as not to scratch the nice, plaza floor such as; carpet squares or cardboard.

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 festival advertising!

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: #MagnificentMileArtFestival #AmdurProductions

Type these into your post to tag us and the event: @Amdur Productions @Magnificent Mile 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 at 312-351-5762.

See you soon!