

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



Hello Evanston Art and Big Fork Artist,

We are excited to have you exhibit your art at Evanston Art and Big Fork Festival, **August 16, 17 & 18!** Art festival hours are **Friday from 12PM to 5PM, Saturday from 10AM to 5PM and Sunday from 10AM to 5PM.**

Here's What You Need to Know

How Load In Works

Every artist will:

Park OUTSIDE of the festival footprint

Check-in and get credentials, parking permit, and show information

Drive in slowly with your windows down and your hazards on

Pull up near their booth space

Unload all of their items to their space or the curb

Park their vehicle outside of the festival footprint

Come back to their space and set-up their booth

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

How to Get to Check-In

Approximate address for the staging area is 1740 Sherman Ave, Evanston, IL 60201. Please look at the attached load-in map for how to get to check-in. Look for our yellow Artist Check In signs to help guide you!

Check-in and Load-In Friday Morning, August 16

Flight 1: 6AM-7AM

- 100-105 All booths
- All Even Numbered Booths 108-164
- All Even Numbered Booths 200-220
- 300-300.4 All booths
- All Even Numbered Booths 300.6-326
- All Even Numbered Booths 400-438

Flight 2: 7:30AM-8:30AM

- All Odd Numbered Booths 107-163

- All Odd Numbered Booths 201-221
- All Odd Numbered Booths 301-327
- All Odd Numbered Booths 401-441

Flight 3: 9AM-10AM

- Booth 222
- All Booths not checked in yet

Do not bring your car into the festival area before 6AM so that we can be sure all of the public's cars are removed.

Artists wanting to come outside of their flight time may be required to dolly to their space. Check-in will close at 10AM. Set-up may continue.

ALL ARTISTS MUST BE DONE SETTING UP BY 11:30AM ON FRIDAY, AUGUST 16. SHOW OPENS AT 12PM ON FRIDAY!

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.

Paid Parking Options

Parking Garage with 6'9" Clearance:

[Parking Garage on Davis and Sherman](#)

821 Davis St, Evanston, IL 60201

Overnight Parking for Trailers & RV's

Anybody dropping a trailer overnight or bringing an RV can park on Clarke Street. We will give you the exact location after you check in. Space is limited, first come, first served.

Parking Garage with 8'2" Clearance (Fees Apply)

[1800 Maple Ave, Evanston, IL 60201](#)

Open Lots or No Height Restriction Parking Options (Fees Apply)

[1614 Maple Ave, Evanston, IL 60201](#)

[1703 Orrington Ave, Evanston, IL 60201](#)

Otherwise, there is a lot of street parking on Benson and outside the festival grounds. Fees may apply.

Storage

Back storage must be tidy and extend no more than 3' from the booth or shared with the booth behind, 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 that 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. Please only have your awnings up during show hours.

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! Patrons must use each \$25 gift card in whole and not in part.

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: #EvanstonArtFest #AmdurProductions

Type these into your post to tag us and the event: @Amdur Productions @ Evanston 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).