

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



Hello Woodstock Art Fair on the Square Artists,

We are excited to have you exhibit your art at the Woodstock Art Fair on the Square, September 21-22, 2024! Show hours are Saturday & Sunday from 10:00am - 5:00pm.

### **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

Drive in slowly with your windows down and your hazards on

Pull up to their space location

Unload everything in their space

Park their vehicle in the designated artist parking

Return to their booth space and set up

All artists should not set up their booth until their car has left the festival grounds.

#### **How to Get There**

Check in will be in a tent on the corner of S Benton St and E Jackson St. Go to 101 N Jefferson St, Woodstock, IL 60098 and turn onto E Jackson St.

#### **Check-in & Load-In Times Saturday, September 21**

Flight 1: 6am-6:45am: Even booth numbers: Drop and drive only

Flight 2: 7:15am-8am: Odd booth numbers.

If an artist needs to come in earlier than 6am, please contact

[Caitlin@amdurproductions.com](mailto:Caitlin@amdurproductions.com) to coordinate! Artists in either flight may dolly in at any time after 6am on Saturday morning. Cars must be cleared of the streets by 9AM on Saturday. Set up MUST be complete by 10am.

#### **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 the end of this email.

#### **Parking**

Free parking, including overnight and oversized vehicle parking will be available. Maps and parking permits will be distributed at check-in. If you plan to drop your hitch, please duct tape a parking permit to it. Artists MUST display their festival parking permits given at check in.

### **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 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.

### **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.

### **Are You Demonstrating On Site?**

Let us know so we can talk about it in our community outreach!

### **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: #WoodstockArtFairontheSquare #AmdurProductions

Type these into your post to tag us and the event: @Amdur Productions @Woodstock Art Fair on the Square

**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!