

Hello Galentine's Market Participants,

We are excited to have you participate in the Galentine's Market on February 2! Show hours are 10AM to 5PM. The market will take place at the Grand Marquee Pavilion at the Lincolnshire Marriott. The address is Ten Marriott Drive, Lincolnshire, IL 60069.

### **How Load In Works (Map Below for Reference)**

Park in artist parking lot

Come inside to the festival to check-in and get your welcome packet

Pull up along the loading zone

Dolly or hand-carry all of your items to your space

Park your vehicle in artist parking by the theater (map below for reference)

Come back to your space and set-up your booth

**\*\*Please do not set up your booth until your car is parked in artist parking\*\***

### **Check-in and Load-In Sunday, February 2**

7:00am – 7:45am: Odd numbered booths

8:00am – 8:45am: Even numbered booths

Check in will close at 9am on Sunday. Please check-in and make sure your set up is complete by 9:30am for the show opening at 10am.

### **Booth Number**

[Find your booth number on this page.](#) We made every attempt to fill special requests. Booth numbers are subject to change. We will notify you of any changes.

### **Booth Layout Map**

Attached to this email.

### **Electricity**

Electricity is only for participants who requested it previously. Please bring an extension cord. No power strips should be used by participants. No artist should use electricity without permission from our staff.

### **Storage**

Storage will be limited to your area. We will have booth sitters if you need to get more inventory from your vehicle.

### **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.

### **Free Tickets**

Tickets to Galentine's Market are \$7 per person with a portion of the ticket sales benefitting our non-profit partner, Wings. Find out more about Wings here: <https://wingsprogram.com/>. Give your customers free tickets! Contact us to find out more.

**Promote, Promote, Promote!**

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: #GalentinesMarket #AmdurProductions

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

**Details subject to change. We will email artists with any changes.**

