



Hello Barrington Art Festival Artist,

We are excited to have you exhibit your art at the Barrington Art Festival, Memorial Day Weekend, Saturday, May 24 & Sunday, May 25, 2025! Show hours are 10AM to 5PM on Saturday and Sunday.

Save the Date! Artist Awards Party

Join us Saturday after the show at the main stage for awards, appetizers and a cash bar! Festivities are from 5:15 PM to 6:30 PM.

Here's What You Need to Know

Check-In and Load-In Times

Friday, May 23

Flight One: 6pm-7pm

- All booths 102-106 & 109-116
- Even numbered booths 200-228
- Odd numbered booths 299-317
- Even numbered booths 400-420
- Odd numbered booths 501-529

Drop and Drive. All flight 1 cars should be off the festival footprint by 7:30pm. Set-up may continue as long as you need.

Flight Two: 7:30pm

- All booths 96-99.5 & 119-126
- Odd numbered booths 201-231.5
- Even numbered booths 300-330
- Odd numbered booths 401-417
- Even numbered booths 500-522

Flight Three: 8:30pm

- Booths 100 & 118

Check-In will close at 9pm. Set-up may continue as long as you need. Artists who want to come after check-in closes must call our festival phone (847-238-2242) to notify us during check-in hours.

Saturday Morning, May 24: 6am-8am

All Artists. Vehicle entry as allowed and if there's room. Artists in the 100's may need to dolly. Check-In will close at 8am. Vehicles must be off of the festival footprint by 9am. 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.

Check-In Location

Check-in will be in a tent on Lake Street. Approximate GPS address is 222 S Cook St, Barrington, IL 60010. Please park outside of the festival grounds and walk to the check in office before bringing your vehicle onto the festival grounds. Follow the yellow Artist Check In signs and look for our lime green Amdur Productions' shirts!

Load-In Instructions

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 next to their booth space.

Unload all of their items to their space.

Park their vehicle.

Come back to their space and set-up their booth.

****Please do not set up your booth until your car is parked in the Artist Parking****

Festival Map

Attached to this email.

Parking

Day and overnight parking will be complimentary for oversized and regular sized vehicles. 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.

Storage

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

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. 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.

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. Patrons must use each \$25 gift card in whole and not in part (no change is given). 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 a water refill station in our festival office.

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/>

Are You Demonstrating On Site?

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

Purple Ribbon Project

Join Amdur Productions in supporting WINGS Program, Inc., an organization dedicated to ending domestic violence through housing, advocacy, and education. Artists can pick up a purple ribbon at check-in and place it on select pieces in their booth. If the marked piece sells, the artist donates a portion of the sale to WINGS. Donations can be made at wingsprogram.com/donate—please write "Amdur Productions" when asked how you heard about WINGS. Thank you for participating!

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: #BarringtonArtFestival #AmdurProductions

Type these into your post to tag us and the event: @Amdur Productions @Barrington 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 (847-238-2242).

See you soon!

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