



Dear Artists,

We are excited to have you exhibit your art at the Gold Coast Art Fair, Saturday, June 7 & Sunday, June 8, 2025! Show hours are 10AM - 5PM both days.

**Free Tickets for Clients, Family and Friends!**

Artists get free tickets for their clients, family and friends. They can sign up for free tickets through the link below and use the promo code **GCARTIST25**

<https://www.eventbrite.com/e/2025-gold-coast-art-fair-tickets-1348164810239?aff=oddtcreator>

**Here's What You Need to Know**

**Check-in and Load-In Times**

**Friday, June 6**

**Flight One:** 11:30am - 12pm

Booths on Jackson Aisle and Petrillo Aisle

Vehicles should move by 1pm

**Flight Two:** 1pm - 1:30pm

Booths on Columbus Aisle and the Columbus Aisle

Vehicles should move by 2:30pm

**Flight Three:** 2:30pm - 3pm

Booths on Lake Shore Drive Aisle

Vehicles should move by 4pm

Check in will close at 4pm on Friday. Set up may continue until 11pm on Friday. Artists who want to come after check-in closes must arrange with Caitlin by June 2 by emailing [Caitlin@amdurproductions.com](mailto:Caitlin@amdurproductions.com).

**PLEASE NOTE:**

- NO cars in curb lanes Friday from 4pm-6pm during rush hour per Chicago police.
- NO ONE is allowed in the festival area/park between 11pm and 6am, per Chicago Park District ordinance. Anyone in the park during these hours may be subject to a City fine

**Saturday Morning, June 7: 6am-8am**

All Artists. Check in will close at 8am. Set-up must be completed by 9:30am

**Check-In Location**

Check-in will be in a tent on Jackson, just east of Columbus in downtown Chicago. The approximate address to use in your GPS is 301 E Jackson Drive, Chicago, Illinois 60603.

**Load-In Instructions**

**THIS IS A DOLLY-IN SHOW. Please bring a dolly! We will not have any available.**

Check-in and get a 1 Hour 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\*\***

**Grant Park Rules**

**NO VEHICLES ARE ALLOWED ON SITE. Bring your DOLLY or WHEELED CART.** Artists will be given a "loading zone pass" at check-in coded according to your flight and this MUST be displayed at all times while your vehicle is in the loading zone or your vehicle may be towed. All booths are adjacent to paved walks. If you cannot make your designated flight time on Friday, you may set up Friday evening or Saturday morning.

**\*\*NO ONE is allowed in the festival area/park between 11pm and 6am, per Chicago Park District ordinance. Anyone in the park during these hours may be subject to a City fine\*\***

**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. Some spaces are on concrete and some booths are on grass. Please be prepared for either!

**Festival Map**

Attached to this email

## **Parking Suggestions**

### **Vehicles and Trailers 6' 8" and under:**

The Millennium Parking Garage clearance is 6'8". Trailers can park there if they are detached. It will require a purchase of an additional parking space. If you have any questions, please contact [sales@millenniumgarages.com](mailto:sales@millenniumgarages.com).

[Click here to reserve your parking through the Millennium Parking Garage](#)

### **Parking Lots with no Height Restrictions:**

There is nearby street parking on the westside of Columbus Street that is metered parking. Here are some lots that do not have height restrictions.

- 231 S Wabash
- 328 S Wabash
- 434 S Wabash Ave
- 800 S Wells St.

Please contact the lots 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 must be tidy.

## **Tent Weights**

**NO STAKING.** 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. 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 festival advertising!

### **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](https://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: #GoldCoastArtFair #GoldCoastArtFairGrantPark #AmdurProductions

Type these into your post to tag us and the event: @Amdur Productions @Gold Coast Art Fair

### **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 847-238-2242.

See you soon!