



Hello Magnificent Mile Art Festival Artist,

We are excited to have you exhibit your art at the Magnificent Mile Art Festival, Saturday, June 21 & Sunday, June 22, 2025! Show hours are 10AM to 5PM on Saturday and Sunday.

Here's What You Need to Know

Check-in and Load-In Times

Friday, June 20

Flight One: 5:00pm - 6:00pm

Booth Numbers 300-328, 426-438, 500-514

Flight Two: 6:30pm - 7:30pm

Booth Numbers 400-424, 100-128, 200-224

Saturday Morning, June 21: 6am-8am

All Artists may check-in and load-in at this time. Check in will close at 8am. 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. All booths are on very nice granite. **Please bring carpet or padding to put under your tent legs and anything metal in your setup to prevent scratches on the plaza.**

Check-In Location

Check-in will be in a tent on the corner of E Chestnut Street and Michigan Avenue. It is important to note that E Chestnut is a one way street, so please be aware of this when driving up to check-in. The approximate address to use in your GPS is 875 N Michigan Avenue, 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 the 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****

Festival Map

Attached to this email

Parking Suggestions

Vehicles 6' 6" and under:

Artists can park right at the festival at 875 N Michigan Avenue. Parking garage height clearance is 6'6". [Click here for more information.](#)

Parking Lots with no Height Restrictions:

There are nearby parking lots that are 0.8 miles from the festival. Here are some lots that do not have height restrictions.

- 1017 N La Salle Dr.
- 201 E Illinois St.

Please contact the lots or refer to SpotHero 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 will be minimal or non-existent. Artists may need to store within their space.

Tent Weights

This area is windy. Every tent will need to have AT LEAST 80 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—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: #MagnificentMileArtFestival #AmdurProductions
Type these into your post to tag us and the event: @Amdur Productions @Magnificent Mile 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 at 847-238-2242.

See you soon!

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