



**Hello Art at the Glen Artists,**

We are excited to have you exhibit your art at the **Art at the Glen, July 26-27, 2025 in Glenview, Illinois!** Show hours are 10AM to 5PM on Saturday and Sunday.

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

#### **Check-In and Load-In Times**

##### **Friday, July 25**

6:30pm-7:30pm: Odd numbered booths 191-263, 281-335

8pm-9pm: Odd numbered booths 263-279, Even numbered booths 196-312

Check in will close at 8:30pm on Friday. Set up may continue through the evening.

Artists who want to set up after check-in closes must call our festival phone (847-238-2242) to notify us during check-in hours.

##### **Optional Saturday, July 26**

6am-8am: All Artists. Vehicle entry as allowed. Check-In will close at 8am. Cars must be off the venue 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 Navy Boulevard, just west of Patriot Boulevard. Approximate GPS location is 2620 Navy Blvd, Glenview, IL 60026. Look for our yellow Artist Check In signs to help guide you!

#### **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 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.

#### **Festival Map**

Attached here.

#### **Parking**

Free parking for artists 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. Where space is not available, artists can utilize space on the side of their booths. **Please be courteous to the stores and restaurants and have your storage tidy!**

### **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. 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.

### **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](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: #ArtattheGlen #AmdurProductions

Type these into your post to tag us and the event: @Amdur Productions @Art at the Glen @The Glen Town Center

### **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**