



Hello Lincolnshire Art Festival Artists,

We are excited to have you exhibit your art at the Lincolnshire Art Festival, Saturday, July 5 and Sunday, July 6, 2025! Show hours are from 10AM to 5PM on Saturday and Sunday.

Here's What You Need to Know

Check-In and Load-In Times

Friday, July 4

Flight One: 12PM - 1PM

- Booth numbers 201-228.2
- Even Numbered booths 100-126

Drop and Drive. Set up may continue as late as artists need.

Flight Two: 1:30PM - 2:30PM

- Booth numbers 228.5-253
- Odd numbered booths 101-127

Set up may continue as late as artists need.

Flight Three: 2:30PM

- Booths 200 and 112

Set up may continue as late as artists need.

Check-in will close at 3PM. Artists who want to come after check-in closes must call our festival phone (847-238-2242) to notify us during check-in hours.

Optional Saturday, July 5: 6am-8am:

All Artists. Vehicle entry as allowed. Check-In will close at 8am. All vehicles should 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

Approximate address is 200 Village Green, Lincolnshire, IL 60069. Look for our green shirts and yellow Artist Check In signs to help guide you!

Load-In Instructions

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 to this email.

Artist Parking

FOR CHECK IN ONLY: Park in the check-in lot just east of the Egg Harbor Restaurant.

FOR FESTIVAL DAY PARKING: Free parking during the festival hours is available at the nearby artists parking area, located across the festival on Milwaukee Avenue at the College of Lake County. Complimentary shuttle runs before, throughout and after the festival for your convenience. Parking permits will be distributed at check-in. If you plan to drop your hitch, please tape a parking permit to it. All motorhomes are required to have pads/wood underneath their leveling jacks so it doesn't puncture the parking lot. No overnight parking is permitted at the College of Lake County.

FOR FESTIVAL OVERNIGHT PARKING: Overnight parking is not allowed at the College of Lake County. If you plan to stay overnight or leave your vehicle or trailer overnight, during festival hours ONLY, please keep trailers at the College and move them to the parking lot by the festival during non-festival hours.

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 60 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 that 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 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: #LincolnshireArtFestival #AmdurProductions

Type these into your post to tag us and the event: @Amdur Productions @Lincolnshire 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.