

Millennium Art Festival

Hello Millennium Art Festival Artist,

We are excited to have you exhibit your art at the Millennium Art Festival, Saturday June 28 & Sunday June 29, 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 27

Flight One: 6pm-7pm

Booths 9-32, 97.5-119. Strict Drop and Drive. Set-up may continue as long as you need.

Flight Two: 7:30pm- 8:30pm

Booths 36-58.5. Strict Drop and Drive. Set-up may continue as long as you need.

Flight Three: 8:30pm-9pm

Booths 1-8, 121, 187-191. Strict Drop and Drive: These artists can stage on the sidewalk until 8:30pm as long as their car is not on the festival grounds. Artists can use Beaubien Street. No tents/art on the street until 8:30pm. Set-up may continue as long as you need.

Flight Four: 9pm – 9:30pm

Booths 59-65. Set-up may continue as long as you need.

Check-in will be closed at 9:30pm. 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 Morning, June 28: 6am-8am

All Artists. Vehicle entry as allowed. Check-in will close at 8am.

Please Note: If you miss your designated flight time on Friday, you might have to wait to drive on to the festival grounds or you may have to dolly in.

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 a drive-thru check in on Lake Street, right off of Michigan Avenue. Go to the corner of Michigan Avenue and Lake Street in downtown Chicago. Approximate GPS address is 151 N Michigan Ave, Chicago, IL 60601.

Load-In Instructions

Pull up by the barricades on Michigan Avenue and Lake Street
Tell the person at the barricade that you are an artist with the art fair

Please arrive at the designated flight time! If an artist arrives outside of their designated time, they might be asked to park nearby and come back.

Stay in the vehicle and an Amdur staff member will come to the vehicle to check-in the artist.

Drive in slowly with the vehicle's windows down and hazards on

Pull up near their booth space

Unload all of their items to their space WITHOUT setting up their tent

Park the vehicle

Come back to the space

Set-up the booth

****Please do not set up your booth until your car is parked outside of the festival footprint****

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.

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

Parking Lots with no Height Restrictions:

There is nearby street parking on Stetson 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/>

You can also use Spot Hero for discounted parking! [Click here for more information.](#)

Tent Weights

Winds can be strong in this area. **Please be prepared.** Every tent needs to have **AT LEAST 70 pounds** per tent leg and strong straps or rope to attach the weights to the tent. **DO NOT** use stretchy bungees. Weight inspections will occur before the festival opens and throughout the festival to keep everyone safe. Any artist who does not meet these requirements will be required to remedy it before the festival opens. **Rental concrete weights are still available for \$50 for two weights.** Please let us know if you would like to rent them at least 10 days prior to the art festival.

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, however, do not put up your awnings until 9:30AM each morning and please take them down after the show hours each day for traffic purposes.

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: #MillenniumArtFestival #AmdurProductions

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