

# WHITEFISH BAY ART FEST



Hello Whitefish Bay Art Fest Artist,

We are excited to have you exhibit your art at the Whitefish Bay Art Fest, Saturday, July 12 & Sunday, July 13, 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, July 11**

**Flight One:** 6PM – 7PM

Even numbered booths only, drop and drive

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

Odd numbered booths only, drop and drive

Set-up may continue as long as you need. Artists who want to come after check-in closes must call our festival phone to notify us during check-in hours. The phone number is 847-238-2242.

#### **Saturday Morning, July 12: 6am-8am**

All Artists, vehicle entry as allowed. 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.

### **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 next to your booth space

Unload all of your items to their space

Park your vehicle in artist parking

Come back to their space and set-up their booth

**\*\*Please do not set up your booth until your car is parked in the Artist Parking\*\***

### **Check-In Location**

Our check in office will be located on the corner of Hollywood and Silver Spring Drive. Please go there to check-in and get your credentials.

**Festival Map**

Attached to this email.

**Parking**

Parking, including overnight and oversized vehicles, 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.

**Storage**

Storage is minimal at this show. Please plan accordingly.

**Tent Weights**

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. 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 it 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.

**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: #WhitefishBayArtFest #AmdurProductions

Type these into your post to tag us and the event: @Amdur Productions @ Whitefish Bay Art Fest

### **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).

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