



Hello Burr Ridge Art Fair Artists,

We are excited to have you exhibit your art at the **Burr Ridge Art Fair**, August 9-10! Show hours are **Saturday and Sunday from 10AM to 5PM.**

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

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

**Friday, August 8 - FOR SPECIFIC BOOTHS ONLY/ NOT THE WHOLE SHOW**

**Friday Check In Location:** 780 Village Center Dr, Burr Ridge, IL 60527

**Flight One:** 12pm - 1:30pm, Even numbered booths 100-215 & Even Numbers 400-410 & 700-710 **ONLY**

**Flight Two:** 2pm - 3:30pm, Odd numbered booths 100-215 & Odd Numbers 401-411 **ONLY**

**Check-In will close at 4pm.** Set-up may continue as long as you need.

**NO OTHER BOOTHS CAN SET UP FRIDAY. ALL OTHER BOOTHS MUST SET UP SATURDAY MORNING.**

#### **Saturday Morning, August 9**

**Saturday Check In Location:** 725 Village Center Dr, Burr Ridge, IL 60527

**Flight Three:** 5:30am - 6:15am: 600's

**Flight Four:** 6:45am - 7:30am: 500's

Booths 100-411 can set up 6am - 8am. (Space for vehicle entry will be limited where allowed.)

Check-In will close at 8am. Set-up must be completed by 9:30am. Artists needing to come earlier than 6am or needing to come in a different flight need to coordinate with us.

#### **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.

#### **Festival Map**

Attached to this email.

#### **Parking**

Free parking, including overnight and oversized vehicle parking 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.

## **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:

#BurrRidgeArtFair #AmdurProductions #BurrRidgeVillageCenter

Type these into your post to tag us and the event: @Amdur Productions @ Burr Ridge Art Fair @Burr Ridge Village 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 at 847-238-2242.

See you soon!

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