

EVANSTON FESTIVAL

Hello Evanston Art and Big Fork Artist,

We are excited to have you exhibit your art at Evanston Art and Big Fork Festival, **August 16-17, 2025! Art festival hours are Saturday from 11AM to 6PM and Sunday from 10AM to 5PM.**

Here's What You Need to Know

Check-in and Load-In Saturday Morning on August 16

Flight 1: 6AM-7AM

- 100-105 All booths
- All Even Numbered Booths 108-164
- All Even Numbered Booths 200-210
- 300-300.5 All booths
- All Even Numbered Booths 300.6-330
- All Even Numbered Booths 400-438

Flight 2: 7:30AM-8:30AM

- All Odd Numbered Booths 107-161
- All Odd Numbered Booths 201-215
- All Odd Numbered Booths 301-331
- All Odd Numbered Booths 401-441
- Booths 500-503

Flight 3: 9AM-10AM

- All Booths not checked in yet

Do not bring your car into the festival area before 6AM so that we can be sure all of the public's cars are removed.

Artists wanting to come outside of their flight time may be required to dolly to their space. Check-in will close at 10AM. Set-up may continue.

Booth Number

[Click here for 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, parking permit, and show information
Drive in slowly with your windows down and your hazards on
Pull up near your booth space
Unload all of your items to your space or the curb
Park your vehicle outside of the festival footprint
Come back to your space and set-up their booth
Do not set up your tent before your vehicle is off of the festival grounds.

Check-In Location

Approximate address for the staging area is 1740 Sherman Ave, Evanston, IL 60201. Please look at the attached load-in map for how to get to check-in. Look for our yellow Artist Check In signs to help guide you!

Festival Map

Attached to this email.

Parking Options

Parking Garage with 6'9" Clearance (Fees Apply)

[Parking Garage on Davis and Sherman](#)

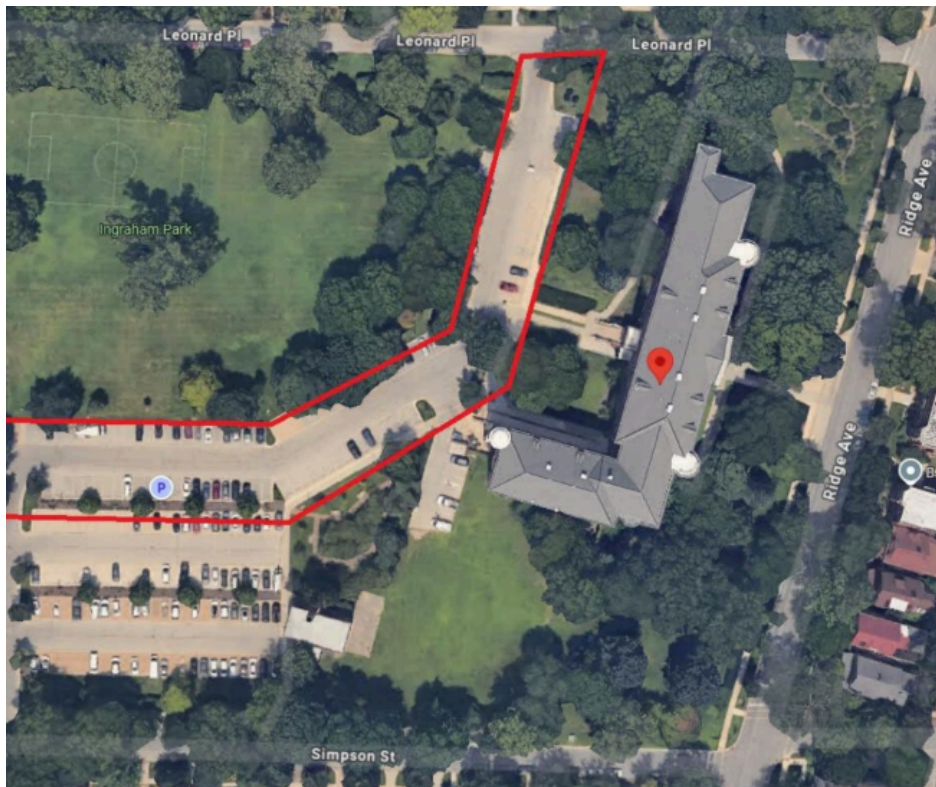
821 Davis St, Evanston, IL 60201

Parking Garage with 8'2" Clearance (Fees Apply)

[1800 Maple Ave, Evanston, IL 60201](#)

NEW THIS YEAR: Overnight Parking for Trailers & RV's (Free)

2100 Ridge Avenue, Evanston, IL 60201: Amdur permit needed. Please ask for a permit at check-in.



Open Lots or No Height Restriction Parking Options (Fees Apply)

[1614 Maple Ave, Evanston, IL 60201](#)

[1703 Orrington Ave, Evanston, IL 60201](#)

Otherwise, there is a lot of street parking on Benson and outside the festival grounds. Fees may apply.

Please read all the rules and regulations per parking lot and garage. Overnight parking might not be allowed in these locations.

Storage

Back storage must be tidy and extend no more than 3' from the booth or shared with the booth behind, 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 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—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: #EvanstonArtFest #AmdurProductions

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