

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



Hello Glencoe Festival of Art Artists,

We are excited to have you exhibit your art at the Glencoe Festival of Art, July 19-20, 2025 in Glencoe, Illinois! Show hours are 10AM to 5PM on Saturday and Sunday.

Here's What You Need to Know

Check-In and Load-In Times

Friday Evening, July 18

6pm-7pm: Even Numbers **EXCEPT** 100, 200, 500, and 600: Drop and Drive. Set up may continue as late as artists need.

7:30pm-8:30pm: Odd Numbers **EXCEPT** 99

8:30pm-9pm: Booths 99, 100, 220, 500, 600

Check-in will close at 9pm. Set up may continue as late as artists require. Artists who want to come after check-in closes must call our festival phone (847-238-2242) to notify us during check-in hours.

Saturday Morning, July 19

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.

Check-In Location

Check in will be in a tent in the **parking lot across the street from Town Hall**. Approximate address is 675 Village Ct, Glencoe, IL 60022. Look for our 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 your space location

Unload everything in your space

Park your vehicle in the designated artist parking

Return to your booth space and set up

All artists should not set up their booth until their car has left the festival grounds.

Festival Map

Attached here.

Parking

Free parking will be available for artists. 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. Police will ticket all vehicles in the artist parking that do not show their permit!**

Storage

Back storage must be tidy and close to your booth and shared with the space behind you, where space is available.

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 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 pre-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: #GlencoeFestivalofArt #AmdurProductions

Type these into your post to tag us and the event: @Amdur Productions @Glencoe 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>

Something Fun To Do

Glencoe Al Fresco 5pm to 7pm on Friday right in the park at the north end of the festival. Food trucks and live music!

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!

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