



**Hello Port Clinton Art Festival Artists,**

We are excited to have you exhibit your art at the **Port Clinton Art Festival**, August 23-24, 2025 in Highland Park, Illinois! Show hours are 10am to 5pm on both days.

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

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

##### **Friday, August 22**

**3:30PM-4:30PM:** All booths in the 400 block, Even Numbers 500-528 & Odd Numbers 501-539

**5:30PM-6:30PM:** Even Numbers 528.1-544 (midline booths on the 500 block) & All booths in the 300 block

**7:30PM-8:30PM:** All booths in the 100, 200 & 600 block

**Check in will close at 8:30PM on Friday night.** Artists who want to come after 8:30PM on Friday must call or text our festival phone 847-238-2242 and let us know.

##### **Saturday, August 23**

**6AM – 7AM:** ALL Booths can set-up **HOWEVER artists will have limited access to drive to their space due to closing of the entrances.**

**ALL artists must be checked in by 7am on Saturday. All vehicles should be parked in Artist Parking by 8am.**

#### **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 Port Clinton Square. GPS address is 600 Central Avenue, Highland Park, Illinois 60035. Follow our yellow check-in signs to help guide you to the office location. Please park outside of the barricades and then come to the check in office.

#### **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 the designated artist parking

Come back to your space

Set-up their booth

**\*\*Do not set up your tent before your vehicle is off of the festival grounds.\*\***

**In order for load-in to work, ALL artists must drop their belongings at their booth space, remove their car, and then set up their tent/display. Please be a part of a smooth load-in by following these rules.**

### **NEW Festival Map**

Attached to this email.

### **Rental Tents & Rental Pro Panels**

Artists who have rented a tent and pro panels may have to wait longer to set up. It takes time to set up the tent and then set up the panels. If you can set up Saturday morning, that could be a better option.

### **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/>

### **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.

### **Storage**

Back storage must be tidy and extend no more than 3' from the booth, where space is available.

### **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.

### **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 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, unless pre-approved by the festival committee.

### **Awnings**

Awnings are allowed in all booth locations.

### **Artist Breakfast**

Join us Sunday morning, August 24th, from 7:45am to 9am for a complimentary breakfast for participating artists! We will also announce the award winners at that time. Come to the south plaza of the Port Clinton building, near where our office is located!

### **Peer Review**

All artists are subject to a peer review during the festival.

### **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.

### **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](http://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: #PortClintonArtFestival #AmdurProductions

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