



Hello Printer's Row Art Fest Artist,

We are excited to have you exhibit your art at the Printer's Row Art Fest, Saturday, August 9-10, 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, August 8

6:30PM – 7:15PM: Odd Numbered Booths/ Booths on the east side of the street

7:45PM – 8:30PM: Even Numbered Booths/ Booths on the west side of the street

Check in will close at 8:30pm on Friday. Set up may continue through the evening.

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, August 9

6am-8am: All Artists. 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 on Dearborn and Polk Street in downtown Chicago. The approximate address to use in your GPS is W Polk St & S Dearborn St, Chicago, IL 60605.

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

Unload all of your items to their space

Park your vehicle

Come back to your space and set-up your booth

****Please do not set up your booth until your car is off of the festival footprint****

Festival Map

Attached to this email.

Parking

The closest parking lot is at the north end of the festival on Harrison and Dearborn (601 S Dearborn St, Chicago, IL 60605). There's another open lot off State Street, just a couple blocks away. Here's the address: 609 S State St, Chicago, IL 60605

Finding parking lots that accommodate trailers in the City of Chicago is extremely difficult. Please check with the parking lot rules in regards to overnight parking and for trailer parking before parking. A good resource is [SpotHero](#).

Storage

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

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: #PrintersRowArtFest #AmdurProductions

Type these into your post to tag us and the event: @Amdur Productions @Printer's Row 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).

See you soon!

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