



Dear Artist,

We are excited to have you exhibit your art at the **Highwood Arts, Crafts and Drafts on Saturday, September 13 & Sunday, September 14, 2025** in Highwood, Illinois! Show hours are **11AM to 7PM on Saturday** and **10AM to 5PM on Sunday**.

Here's What You Need to Know

Check-In and Load-In Times

Friday, September 12

Flight One: 6pm - 6:30pm

- All booths 200-240

Drop and Drive. All flight 1 cars should be off the festival footprint by 7pm. Set-up may continue as long as you need.

Flight Two: 7pm-7:30pm

- All booths 100-140

Drop and Drive. Set-up may continue as long as you need.

Check-In will close at 7:30pm on Friday. Set-up may continue as long as you need. Artists who want to come after check-in closes must call our festival phone (847-238-2242) to notify us during check-in hours.

Optional Saturday Morning, September 13: 7am-9am

All Artists. Vehicle entry as allowed. Check-In will close at 9am. Vehicles must be off of the festival footprint by 10am. Set-up must be completed by 10:30am.

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 at the corner of Walker Avenue and Waukegan Avenue in downtown Highwood. Artists can park in a lot off of Walker Avenue, check-in at the corner, and then proceed to the festival grounds to unload. Approximate GPS address to the parking lot is 7 Walker Ave, Highwood, IL 60040.

Please park outside of the festival grounds and walk to the check in office before bringing your vehicle onto the festival grounds. Follow the yellow Artist Check In signs and look for our lime green Amdur Productions' shirts!

Load-In Instructions

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 your space

Park your vehicle in the designated artist parking

Come back to your space and set-up your booth

****Please do not set up your booth until your car is parked in the Artist Parking****

Festival Map

Attached to this email.

Parking

Day and overnight parking will be complimentary for oversized and regular sized vehicles. 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 is not guaranteed. Back storage must be tidy and extend no more than 3 feet from the booth, where space is available. If you need ample storage, please contact Caitlin@amdurproductions.com to coordinate.

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 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: #HighwoodArtsCraftsDrafts #AmdurProductions
Type these into your post to tag us and the event: @Amdur Productions

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.