



June 9 & 10, 2018

IMPORTANT INFORMATION FOR EXHIBITING ARTISTS

Please see our website, oldtownartfair.org, for detailed information for exhibiting artists under the heading "Exhibit".

Hi Artists: Here is critical information you need for the show. More items are on our website. We look forward to welcoming you in June!

Booth Assignment

- Your booth number is at the end of this email.
- The 2018 Fair map is now on our website under "Exhibit", Booth Locations, so you may locate your booth.
- At check-in, you will receive a booth sign that must hang in a visible place in your booth.

On-Site Check-In Instructions

- **Check-in times:**
 - Friday afternoon, June 8, 2:00 to 7:00 p.m.
 - Saturday morning, June 9, 7:00 to 9:00 a.m.
- **By 9:00 a.m. Saturday morning**, all artists must have picked up their official check-in packet, which includes your booth sign and badge(s).
- **Check-in site:** Old Town Triangle Center building (1763 N. North Park Ave.) at the corner of Menomonee and North Park Streets.

Load In/Set Up Procedures

- Load in and set up will take place on Friday, June 9, with the first assigned load in time starting at 2:00 p.m. Artists will be assigned a specific load in time so that arrival and unloading are orderly and fair.
- Load in instructions and a load in "permit" will be sent to each artist by a separate email.
- **We ask you to enter with your vehicle ONLY at your specified time and location. Please do not arrive or line up early or we will not be able to accommodate you.**
- Unload completely and **move your vehicle out**; only then, begin to set up your booth (see below for parking information).
- There is no parking on Fair streets starting at 9:00 a.m. Friday, when any cars left on the streets will be ticketed and towed.

Booth Information

- Booth spaces are 12 feet wide and **may not exceed 10 feet deep**. Only those artists with an assigned end/corner booth may extend their space up to another 10' in width on their open side.

- For artists on Orleans Street, the back of the booth must be set up on the curb (to meet Chicago Fire Department requirements).
- There may be **no overhangs/awnings** extending from the front of your booth.
- Sidewalks must be kept clear, except on Menomonee Street where sidewalks may be used for seating and storage. The red brick, grass or concrete parkways, not sidewalks, behind all other booths may be used for storage and seating.
- Your display, including any tables, art, bins, etc., must be within the confines of your 12' x 10' booth (except for corner/end booths which may extend up to 10' to the open side).
- OTAF provides no electricity for artists. Bring your own battery set up. Sometimes artists befriend the residents near their booths and are able to "borrow" electricity from them, but don't count on this.
- OTAF is a rain or shine event; please plan accordingly.
- OTAF is held on residential streets; be prepared for uneven surfaces and such obstacles as trees and street signs (**you may not remove trees or street signs!**).
- Dogs and strollers come to the Fair. **Place your artwork securely to avoid an accident!**
- **Security**: OTAF provides limited security during the Fair and overnight. Artists are encouraged to remove all work from booths on Friday and Saturday evenings to help prevent theft, vandalism or damage from inclement weather. As per the agreement on the Application Form, OTAF is not responsible for damage to artists' property.
- OTAF provides no overnight storage facilities.

Art Fair Hours (Rain or Shine)

- Opening Saturday and Sunday: 10:00 a.m.
- Closing Saturday: 7:00 p.m.; and Sunday: 6:00 p.m.
(Please do not begin to shut down or pack up your exhibit before closing time.)

Parking Issues

OTAF does not provide parking for artists and has no jurisdiction over fees charged by area lots. None of the area lots allows advance reservations. (See our website for Artist Parking Options.)

- Two neighborhood **parking lots** welcome artists and larger vehicles. They are the LaSalle Language Academy and the Midwest Buddhist Temple. See our website for details and other options.
- **Temporary Friday Parking**: As the LaSalle School lot may not be open when you are ready to park for the weekend (it opens after 5:30 p.m.), you can use the Buddhist Temple lot for temporary parking Friday afternoon only. It will become a pay lot starting at 5:30. You are welcome to be there at 5:30 and pay to stay for the weekend!
- **Caution**: You may not park starting Friday morning at 9:00 a.m. on streets where Art Fair booths and food services will be placed. All cars in the Fair area will be ticketed and towed beginning at 9:00 a.m. Friday.
- **Permit parking** is in effect on all streets in the Old Town neighborhood from 6:00 p.m. until midnight every day and violators are subject to tickets. A limited number of parking permits will be available at check-in for those who require them to park on non-Fair neighborhood streets on Friday and/or Saturday nights.
- Parking in alleys is not permitted.

Artist's Statement

Every exhibitor must display a one-page artist's statement in the booth during the Fair explaining what the viewer sees, who made it, and how it was produced.

Key Exhibit Policies (see our website for further information)

- Artwork must be first and foremost an artistic expression. Utilitarian purposes must be secondary.
- Artists may only exhibit work in their approved/juried medium.
- Artists must be present at the Fair.
- **Reproductions are not permitted.** Artists found to be selling reproductions – whether in their booth or outside of it – including giclees and work from similar processes – will be asked to leave the Fair immediately.
- **Not Allowed:** Artists may not display or sell books, buttons, calendars, calligraphy, note or post cards, candles, clocks, clothing, desk accessories, hair ornaments, hats, lamps, leather goods, mirrors, musical instruments, pillows, planters, posters, puzzles, stationery, toys, utensils or wearable art. Artists are welcomed to give away business cards and post cards for promotional purposes.
- **All exhibited work must be designed and executed by the accepted artist(s).** “Buy/Sell” merchandise is not allowed.
- Onsite demonstrations or art production are not permitted in the booth.
- All work exhibited must be for sale.

Drop Out and No-Show Policy

OTAF takes **drop outs and no-shows** very seriously. Inform us as soon as possible if you cannot exhibit. Artists dropping out of the show or failing to show up (except in extreme circumstances determined at the discretion of the Exhibitors Committee) will not be allowed to exhibit for two years. After that, they may apply to be juried for re-admittance consideration. Booth fees for late drop outs and no-shows are non-refundable.

Sales Tax Issues

- City of Chicago/Illinois Sales Tax: **10.25%**
- Artists making sales at the OTAF must pay sales tax to the State of Illinois.
 - If you are an out-of-state vendor and only do three or fewer shows in Illinois each year, you need only submit a short coupon form for paying the tax. The form will be on the website (under “Exhibit” and “Exhibitor Instructions and Forms” or you can email *Rev.Special Events@Illinois.gov* or telephone 847-294-4475 to request one.
 - If you are from or do a lot of business in Illinois, you must register with the Illinois Department of Revenue to pay the sales tax. Call 217-785-3707 for the forms to register and for help, or go to <http://tax.illinois.gov/Individuals/SalesandRelated/fairs.htm> to access the forms and filing information.

Importing Artwork from Outside the USA

If you are coming from a country outside the USA, be sure you have completed all of the necessary requirements in plenty of time to import your artwork into the USA and make it to Chicago by June 9.

Early Morning Continental Breakfast

Artists are cordially invited to enjoy a continental breakfast at the Old Town Triangle Center (corner of North Park and Menomonee) Saturday and Sunday from 7:00 to 9:00 a.m.

Priority at Food Vendors

Artists get priority at our food vendors. Your exhibitor badge will identify you to vendors and allow you to go to the head of the line.

Booth Sitting

Our Booth Sitting service is provided especially for artists who are alone, but is available to all artists. Booth Sitting volunteers will arrive at your booth between 12:30 and 2:30 p.m. on the day(s) you select to provide you with a 20 minute break. You can request booth sitting assistance at artist check-in Friday afternoon or Saturday morning by completing and signing a "Booth Sitting Agreement/Waiver."

Artist Aids

Our young Artist Aid Committee, made up of neighborhood Girl Scouts, will bring artists refreshments during the show.

Old Town Art Fair on FACEBOOK

Please link to [Facebook.com/OldTownArtFair](https://www.facebook.com/OldTownArtFair) to post a sample of your art, and then share the Fair's page with your patrons. There is an image available on the site that says "2018 Old Town Art Fair Artist" that you can post on your own page by downloading it from the "photos" link.

On-Site Jury and Awards

- On-site jurying begins at 10:00 a.m. Saturday. Judges are identified by badges, and are listed in the OTAF program and our website. Please respect the responsibility and time limitations placed upon jurors. Three jurors will visit your booth and each will place a colored dot on your official sign to show you've been juried by him/her. Jury scores determine awards and which artists are invited to return to the next OTAF.
- **Award ribbons and cash prizes** are presented Sunday morning for Best Of (\$600 prize & ribbon) and Second Place (\$300 prize & ribbon) in two 2-dimensional and two 3-dimensional art categories. Artists will be notified by early September if their score allows them to be invited back, or if they are juried out but eligible to reapply, for the next Fair.

QUESTIONS? Call or write one of the following:

- Art Fair Office, Barbara Guttman: 312-337-1938, info@oldtowntriangle.com
- Exhibitors Committee Chair Joan Goldstein: 312-909-9441, jng531@aol.com
- Exhibitors Committee Co-Chair Sue Apey: 773-860-6210, sueapey@gmail.com