



June 12 & 13, 2021

IMPORTANT INFORMATION FOR EXHIBITING ARTISTS

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

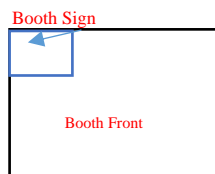
Hi Artists: Here is critical information you need for the show. More items are on our website. We look forward to welcoming you in June!

Covid-19 Protocols:

- **Masks are mandatory.**
- **If you are sick or test positive for Covid-19, do not come to the show.**
- **Only one customer or family may be in a booth at one time.**

Booth Assignment

- You can see your booth number in ZAPApplication.
- The 2021 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 the front of your booth from the front upper edge, left side when facing the entrance.



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 pick up their official check-in packet, which includes your booth sign and badge(s).
- **Check-in location:** 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 11, with the first assigned load in time starting at 3:00 p.m. Artists will be assigned a specific load in time so that

arrival and unloading are orderly and fair. The schedule is designed to handle as many vehicles without gridlock as quickly as possible.

- Load-in instructions and a load-in “permit” will be emailed to each artist. Bring this with you to load in.
- **We ask you to enter with your vehicle ONLY at your specified time and location. Please do not arrive or line up early as 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. The Fair streets are: Menomonee between Sedgwick and Crilly Court; North Park between Menomonee and Eugenie; Lincoln Park West between Menomonee and Lincoln Ave./Wisconsin; Orleans between Menomonee and Wisconsin; and Wisconsin between Sedgwick and Lincoln Ave.

Booth Information—Important!

- Booth spaces are 18 feet wide, including 12’ in which the tent is centered, and an extra 3 feet on each side (clear of art, storage or chairs) to keep booths 6 feet apart due to Covid-19 protocols. Only those artists with an assigned end/corner booth may extend their space up to another 7 feet 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).
- Booths may not exceed 10 feet deep from front to back.
- 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 or on the outer side or back walls of the confines of your 10’ x 10’ tent (except for corner/end booths which may extend up to 7 feet 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!
- Under our Covid-19 protocols, only one customer or family may be in a booth at one time. Others will need to wait outside the booth until it clears. There will be socially-distanced pavement lines outside the booth showing where those waiting will stand. The one exception to this is that a juror, identified by a badge with a yellow “juror” ribbon, may enter your booth even if someone else is in there.
- **Security**: OTAF provides limited security Friday overnight, during the Fair and overnight Saturday. Artists are encouraged to remove all work from booths or secure artwork inside the booth 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

Only artists who requested pre-paid, reserved parking last fall will have access to that. (See our website for other Artist Parking Options if you do not have pre-paid, reserved parking. OTAF has no jurisdiction over fees charged by area lots.)

- **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 artist check-in for those who require them to park on non-Fair neighborhood streets on Friday and/or Saturday nights.
- There is no temporary or weekend artist parking in the alley on the side of the Church of the Three Crosses at the north end of Orleans St.
- 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—Important!

- Artwork must be first and foremost an artistic expression. Utilitarian purposes must be secondary.
- Artists may only exhibit work in their approved/juried medium/media.
- 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) in the medium/media for which the artist was accepted.** “Buy/Sell” merchandise is not allowed.
- Onsite demonstrations or art production are not permitted in the booth.
- Two-dimensional art must be framed as appropriate.
- 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. Do not come to the show if you have symptoms of Covid-19. 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, including the current show. After that, they may apply to be juried for re-admittance consideration. Booth fees for drop outs after March 1, and for 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 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 in your registration packet at the show and/or on the Fair 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 <https://www2.illinois.gov/rev/individuals/Pages/fairs.aspx> 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 11.

Early Morning Continental Breakfast Boxed-To-Go, For Artists Only

Artists only (regrettably, not artists’ assistants or family members) are cordially invited to come to the Old Town Triangle Center to pick up one artist, Covid-safe, boxed-to-go breakfast consisting of a croissant, orange juice, a banana, and coffee. Pick up is from 7:00 to 9:00 a.m., both Saturday and Sunday.

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 12:00 and 2:00 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 (2:00-7:00), or Saturday morning (7:00-9:00) 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.

The Old Town Art Fair is on FACEBOOK!

Please visit [Facebook.com/OldTownArtFair](https://www.facebook.com/OldTownArtFair) to submit a sample of your art, then share the Fair’s page with your followers! There is an image available in our photos folder on Facebook that says “2021 Old Town Art Fair Artist” for you to download and post in your own social media.

On-Site Jury and Awards

- On-site jurying begins at 10:00 a.m. Saturday. Judges are identified by badges with yellow “juror” ribbons. They may enter your booth even if there is someone else in there at the time. Please respect the responsibility and time limitations placed upon jurors. Three jurors will visit your booth (possibly 6 if you are approved to exhibit two media) 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 (\$625 prize & ribbon) and Second Place (\$315 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 for the next year’s Fair, 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 Guttmann: 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