



# Artist Information

June 11-12, 2022

## **CHECK-IN INSTRUCTIONS**

- **Check-in times**
  - Friday afternoon, June 10, 2:00 to 7:00 p.m.
  - Saturday morning, June 11, 7:00 to 9:00 a.m.
- **Check-in location:** Old Town Triangle Center building (1763 N. North Park Ave.) at the corner of Menomonee and North Park Streets.
- **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).

**OLD TOWN  
ART FAIR  
HOURS**

**SAT: 10-7  
SUN: 10-6**

**RAIN OR SHINE!**



# LOAD-IN & SET-UP PROCEDURES



- Load in and set up will take place on Friday, June 10, 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.

# BOOTH INFORMATION



- You can see your booth number in ZAPApplication.
- The 2022 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.
- Every exhibitor must display a one-page artist statement in the booth during the Fair explaining what the viewer sees, who made it, and how it was produced.

## **BOOTH INFORMATION - Continued**



- Booth spaces are 15 feet wide, including 10' for the tent and an extra 2 ½ feet on each side. Only those artists with an assigned end/corner booth may extend their space on their open side (to a maximum 5').
- 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 and 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.
- 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.
- 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 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!).

## **LOAD-OUT (SUNDAY)**

- There is no formal system for load out. Cooperate with other artists so this goes quickly and smoothly for everyone.
- For load out, at the end of the show, first take down and pack everything to be ready to load in your vehicle. Then retrieve your vehicle and come back to load up quickly and move out. Enter at the same place you did for load in before the show.

# ARTIST PARKING



Only artists who requested pre-paid, reserved parking will have access to it. 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.
- Parking in alleys is not permitted.

# 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.



# KEY EXHIBIT POLICIES

- 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.

# ON-SITE JURY & AWARDS

- On-site jurying begins at 10:00 a.m. Saturday. Judges are identified by badges with yellow "juror" ribbons. 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 booth sign to show you've been juried. Jury scores determine awards and which artists are invited to return to the next OTAF.
- Please hang your official booth sign at the upper left corner of the front of your booth so jurors can find it quickly.
- **Award ribbons and cash prizes** are presented Sunday morning for Best Of (\$750 prize & ribbon) and Second Place (\$325 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.

---

## 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 pm and 2:00 pm 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."

# CONTINENTAL BREAKFAST BOXED-TO-GO, 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 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.



## ARTIST AID

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



## 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.

## RESTROOMS

The restrooms in the Old Town Triangle Center at Menomonee and North Park are for the use of artists, their assistants or volunteers. Wear your badge to gain entrance at the south doors of the Center. Other restrooms are in the Church of the Three Crosses on the Wisconsin St. side, or there are porta-potties located in alleys.



# ILLINOIS SALES TAX

- 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 is available 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.

# DROP-OUT & 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.

## CONTACTS

- Art Fair Office, Barbara Guttman: 312-337-1938, [info@oldtowntriangle.com](mailto:info@oldtowntriangle.com)
- Exhibitors Committee Co-Chair Sue Apey: 773-860-6210, [sueapey@gmail.com](mailto:sueapey@gmail.com)
- Exhibitors Committee Co-Chair Laurie Miller: 312-550-3050, [lmiller@andersonmiller.com](mailto:lmiller@andersonmiller.com)