



June 2, 2017

To: All Cantigny - Art In Bloom Artists

From: EM Events

Dear Artists,

This is the final instruction letter for Cantigny's Art In Bloom to be held at Cantigny Park in Wheaton on June 17th and 18th, 2017. Please read the following information carefully as you will find important information with regards to final rules, check-in procedures, lodging, as well as other useful information about the show.

REGISTRATION & SECURITY:

Check in at Cantigny Park - 1 S. 151 Winfield Road, Wheaton, IL 60189. You will be given your booth location at check-in. Please look for the pop up tent after entering the grounds and someone will assist you in finding your booth.

Friday night registration and set-up will be available starting at 3:00PM and run until 7:00PM. Show grounds open at 7:00AM on Saturday and Sunday. Saturday morning registration will begin at 7:30AM. If you have not checked in by 8:30AM on Saturday you will not be allowed into the show and your space will be utilized for show purposes. If either of these set-up times are a problem please email or call so that we can work together to figure out an alternate plan for you.

The show runs from 10:00AM to 4:00PM on Saturday and 10:00PM to 4:00PM on Sunday. Show grounds close at sunset; if you would like to stay open until 5:00PM on Saturday, you may do so.

24 hour security is provided for this event. While we do all that we can to maintain security both nights, Cantigny, its volunteers and/or employees as well as EM Events, LLC, it's volunteers and/or employees will not assume any liability for loss or damage to artwork or other personal property.

Please note: only service dogs are allowed at this event.

SET-UP & TEAR-DOWN:

We are asking for full cooperation from all artists during set-up and teardown. The show is located at a museum on park grass. Driving on grass is not allowed. Bring a cart. Volunteers will be available during set-up and teardown should you have questions. Every attempt has been made to accommodate special requests.

Stakes are permitted in the grass. Light poles, benches, trees or other such objects are not to be used for tying down displays or for hanging artwork of any kind. Areas around booths must remain clutter free at all times. No extra walls are permitted unless approved ahead of time.

If you would like to demonstrate in your booth, please let us know right away so that we can provide you with extra room if necessary.

In the event of rain the show will be moved to a parking lot. Things will be a little tighter. We recommend bringing weights and stakes. We will not know if we are on grass or pavement until Wednesday of show week and will update you as soon as we have any information.

Your booth site must be cleared completely after the show. Please do not leave behind items that others must throw away. This includes zip ties.

TENT WEIGHTS:

We are strongly recommending all tents be properly weighted. This show is located on grass. In case of inclement weather the show will be moved to a parking lot. Please contact your tent manufacturer as to recommend weight amounts per pole for your tent.

If we feel your tent is not properly weighted, you will be required to obtain additional weights. Milk jugs filled with anything, bricks, or cinder blocks will not be considered proper weights.

REPRODUCTIONS:

Reproductions are allowed in (1) flip bin only and must be clearly labeled "Reproduction." If hanging, reproductions must be framed and take up no more than 10% of your booth. No card carousels are allowed. No reproductions on canvas allowed.

Photographers, please note: no reproductions on canvas are allowed at this event.

JUDGING:

Judging will start promptly at 10:00AM on Saturday. Ribbons are to be awarded as follows: One (1) Best of Show at \$500.00, One (1) First Place at \$300.00, One (1) Second Place at \$200.00 and One (1) Third Place at \$100.00. Our judge will be looking for originality, impact/appeal, booth presentation & quality of work. Ribbons are awarded regardless of Media.

The same quality and media of work juried into the fair must be exhibited. All work represented must be of an original concept executed and designed by the artist in attendance. No work which has been made with commercial kits, molds, patterns, plans are allowed. Exhibitors may not sell promotional items such as t-shirts. No jewelry is allowed in your booth unless it has been juried.

STORAGE:

Please, please, please keep the areas around your booth clean and clutter free. Storage bins are allowed but keep in mind this show is at a museum. Some booths will be able to be viewed by patrons from all four sides so plan accordingly and bring a cover for boxes and miscellaneous necessary items. We recommend that tablecloths fall to the ground on all sides. No clutter or excess items are allowed. Artists will have a shared common area behind their booths.

ARTIST AMENITIES:

Coffee, juice and light breakfast will be provided to artists Saturday and Sunday morning in the artists' air-conditioned break room from 7:30AM to 8:30AM Saturday and 8:30AM to 9:30AM on Sunday. Please note that refreshments are for artists only. This show also has food vendors. Water will be made available throughout the hours of this event. An air-conditioned break room with restroom facilities and light snacks will be available in the main building. Signs will direct you to the location.

Volunteers will be available to allow for restroom breaks, lunch break, and restocking of artwork. We ask that you please keep your use of volunteers to a minimum as other artists are in need of the same service.

See attached map for artist parking. A shuttle will run from the parking lot to the main show grounds. Cantigny Park is currently undergoing a renovation project that will impact your route to artist parking. Please check out the attached map and notice the areas in gray that are impacted by construction. After set up, you will need to exit the park via the main entrance on Winfield road, turn right out of the park, turn right onto Roosevelt, and right again onto Shaffner. From there you will enter at the “employee entrance” and park in greenhouse parking. When leaving the parking area to return to show grounds in your vehicle, we recommend turning right onto Shaffner, which turns into Mack Rd. and then turning right again on Winfield to enter in the main entrance.

CANTIGNY PREFERRED HOTELS:

Hilton Lisle
3003 Corporate West Dr.
Lisle, IL 60532
630-245-7629
www.hilton.com/lisle

Spring Hill Suites - Marriot
4305 Weaver Pkwy.
Warrenville, IL 60555
630-393-0400
springhillsuiteswarrenville.com

Hyatt Place
27576 Maecliff Dr.
Warrenville, IL 60555
630-836-9800
HyattPlaceChicagoWarrenville.com

ILLINOIS TAX ID NUMBER:

The required tax form is attached. Sales Tax for the City of Wheaton is 8.25%. Please double check with your sources before charging sales tax to make sure this is correct.

For those of you who may not yet have your Illinois tax ID number, you may contact the Illinois Department of Revenue at 1.800.356.6302 or the Chicago Department of Revenue Office at 630.293.8300. You may also visit their web site at www.revenue.state.il.us--request form NUC-1 (Illinois Business Registration).

Permit me to thank you in advance for adhering to the rules that I trust will make this a very special art fair. Just a reminder: there is no rain date. Should you have any questions or concerns, you may contact me at my office by calling 630.536.8416.

We value your participation and wish you the best of luck at this year’s show! Art counts and nothing but the best will do.

Sincerely,

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