



EVENTS

July 1, 2022

To: Geneva Fine Arts Fair Participants

From: Erin Melloy  
Geneva Fine Arts Fair  
**July 23 – 24, 2022**

Welcome to the Geneva Arts Fair! 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 information for use during our show.

**SHOW LOCATION AND HOURS:**

8 S. Third Street, Geneva, Illinois, 60134. The show runs North-South on Third Street.  
Saturday – 10:00 AM - 5:00 PM  
Sunday – 10:00 AM - 5:00 PM

**REGISTRATION:**

Volunteers will be keeping track of you as you arrive on site and checking you off the master list as you arrive. No need to check in with anyone. Your booth location will be given to you ahead of time. The show layout will also be posted on our website for easy viewing. If you have not arrived prior to 7:30 AM on Saturday, you will not be allowed into the show and your space will be utilized for show purposes.

Booth placards will be given to you Saturday morning. Please bring your own name badge.

**SET-UP & TEAR-DOWN: (Read in its entirety)**

We are asking that all artists drop off tents and supplies on the grassy area between the sidewalk and curb behind where your booth is to be located between 3:00 PM and 5:30 PM Friday July 22<sup>nd</sup>. **This is a drop off only, you will not be allowed to set up during this time.** You must follow all normal street traffic to arrive at your booth for unloading. You may park in front of your booth to unload then you must move your car/truck to artist parking. The show runs north-south on Third Street with the through streets of James, Campbell, Franklin, Fulton and South remaining open throughout the hours of the show. The show is located on the street. Once barricades are in place at approximately 6:00 PM you will be allowed to set up. All vehicles will need to be off site by 5:30 PM. All booths are to be lined up with the back of your booth just outside the curb gutter. This will help with water flow in the event of rain. All streets are level. Every attempt has been made to accommodate special requests that were noted on many of your applications.

Volunteers will be available onsite during set-up and teardown should you have questions. For any questions regarding the show or surrounding area please go to a volunteer. Uniformed police officers are on site to assist with traffic control or emergency situations only.

If these times do not work for you, you have the choice of entering the show after the barricades are set-up at approximately 6:00 PM. We will only be allowing 15 artists per block this option. You will need to send me an email to "reserve" one of our after 6:00 P.M. entry spots. Police will allow you to enter as space allows. No one will be allowed to set-up anything until we have full street closure with barricades. This includes building your tent. If you choose the 6:00 PM (or after) you will not be allowed to idle in place while waiting your turn to enter the show.

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**SET-UP & TEAR-DOWN: (Read in its entirety.)**

**WE DO NOT TAKE POSSESSION OF THE STREETS UNTIL 6:00 PM. OR UNTIL AFTER THE BARRICADES CLOSING THE STREETS ARE IN PLACE BY THE POLICE. IF FOR SOME REASON THE POLICE DEPARTMENT SHOULD SAY "WE DO NOT HAVE CONTROL OF THE STREET(S) UNTIL 7:00 PM. FRIDAY NIGHT" NO ONE CAN SET UP UNTIL THEN. THE GENEVA POLICE DEPARTMENT IS IN CONTROL OF THIS SITUATION. PLEASE BE PATIENT WITH THIS PROCESS AS IT IS OUT OF OUR CONTROL. IN ADDITION SOMETIMES IT IS NECESSARY FOR ONE BLOCK TO OPEN LATER THAN THE OTHERS. WHEN/IF THIS HAPPENS IT IS USUALLY NO LONGER THAN A HALF AN HOUR AFTER THE OTHER BLOCKS. IF THIS SHOULD HAPPEN TO YOUR BLOCK PLEASE BE TOLERANT WITH THE PROCESS. THIS IS OUT OF OUR CONTROL. WE STRIVE TO HAVE ALL FOUR BLOCKS OPEN FOR SET-UP AT 6:00 PM.**

**NOTHING MAY BE SET-UP AT YOUR BOOTH LOCATION (including your tent) UNTIL AFTER THE STREETS HAVE BEEN OFFICIALLY CLOSED WITH BARRICADES AT APPROXIMATELY 6:00 P.M.. IF YOU VIOLATE THIS RULE YOU WILL BE ASKED TO LEAVE THE SHOW IMMEDIATELY.**

We are asking for full cooperation from all artists during set-up and teardown. If you choose the 6:00 PM set-up you will be given instructions on how to enter the show to access your booth. The traffic lane to the right as you enter the show will be used for loading and unloading. The lane to the left must remain open at all times to allow for through traffic. Even numbered booths will be on your right side, odd numbered booths on your left. If you are a corner booth, you may utilize available side street parking for loading and unloading as long as you are parked legally. Artists must follow directions from the traffic control committee and Police for loading and unloading during the fair. Please be considerate of other artists attempting to enter/exit the show by moving your vehicle off site as quickly as possible.

This show is an easy tear-down. No cars will be allowed to enter the show until 5:30 PM. Anyone with a trailer or oversized vehicle will not be allowed in until 5:45 PM. We ask that you work with your neighbors to minimize the number of cars at any one time. We know some of you like to tear down first others like to load as they pack. Talk with your neighbors.

**Oversized vehicles (RVs, campers, etc.) or vehicles with a trailer attached will not be allowed to drive within the show from 6:00 PM – 7:00 PM. Friday night unless space permits. We strongly recommend you go for the early drop-off starting at 3:00 PM.**

**NO STAKES ARE PERMITTED ANYWHERE IN THE FESTIVAL AREA. STAKES OR NAILS ARE NOT TO BE HAMMERED IN BETWEEN BRICKS ON THE WALKWAY, INTO THE STREET OR GRASSY AREA BEHIND YOUR BOOTH. LIGHT POLES, BENCHES, TREES OR OTHER SUCH OBJECTS ARE NOT TO BE USED FOR TYING DOWN BOOTHS, DISPLAYS, OR FOR HANGING ARTWORK OF ANY KIND.**

**Please do not put up in the open position outside shade awnings at all on Friday and not until 8:00 AM on Saturday.**

Areas around booths must remain clutter free at all times. Booth site must be cleared completely after the show. Please do not leave behind items that others must throw away. This includes zip ties. **At the request of the Geneva Police Department, all booths must be completely torn down or items on the parkway (off the street) by 7:30 PM on Sunday night to allow for thru traffic to commence.**



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### **BOOTH PRESENTATION & STORAGE:**

This is an original only upscale art fair. Presentation matters. No extra wings, walls, jut outs are allowed. You may only display within your 10 x 10 footprint. Flip bins if used must remain inside your booth and contain originals only. All chairs and extra items as such must be behind your booth. In addition, no bins, umbrellas or any other such items may be in front of your booth or out in the street outside of your 10 x 10 area unless pre-approved. Awnings are allowed, but may not be staked behind your booth. Use weights. Front awnings may not be in the up position until 8:00 AM Saturday. Booth spaces are 10x10 with approximately 10 feet in between each booth.

Please, please, please keep the areas around your booth clean and clutter free. Storage bins are allowed but keep in mind this show is in an upscale shopping district. No clutter or excess items are allowed. We will have a utility vehicle that can take you to your vehicle for additional supplies, if needed. Check with the information booth for availability. If it's not being utilized for show purposes we are happy to take you to your car. We have had complaints from several of the businesses that the backs of artist's booths are a mess. The stores in the district are trying to conduct business, and we want to be business-friendly and avoid future problems by keeping the show venue neat and clean.

### **TENT WEIGHTS:**

We are strongly recommending all tents be properly weighted. 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, sandbags that are not properly secured, or bricks of any kind will not be considered proper weights.

### **SECURITY:**

Security for Friday night will start at 9:00 PM and end on Saturday morning at 7:00 AM. Saturday night security will start at 5:00 PM and end on Sunday at 8:00 AM.

While we do all that we can to maintain security both nights, the Geneva Chamber of Commerce, its volunteers and/or employees, the City of Geneva, its volunteers and/or employees as well as em events, llc, its volunteers and/or employees will not assume any liability for loss or damage to artwork or other personal property.

### **REPRODUCTIONS:**

Reproductions are not allowed at the Geneva Fine Arts Fair. **If reproductions are found in your booth during this event they will be confiscated.** This includes note cards or other similar items. I need everyone's cooperation on this. This is an original only show and originals sell well. Feel free to notify me if you notice reproductions in a booth. Help us by asking the artist to put them away. We will be checking booths throughout the weekend of the show.



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**JUDGING:**

Judging will start promptly at 10:00 AM Saturday. Ribbons are to be awarded as follows: three (3) two dimensional Awards of Excellence and three (3) three dimensional Awards of Excellence each at \$500.00. The judges are being asked to jury your entire booth and not any one piece of work. They will be looking for originality, quality of work, impact/appeal, and booth presentation.

The same quality and media of work juried into the fair must be exhibited. We do come around and check not only your artwork but if your booth presentation is similar to what was juried into the festival.

**ARTIST AMENITIES:**

Coffee and light breakfast will be provided to all artists Saturday 8:00 – 9:00 AM and Sunday morning 8:30 – 9:30 AM at the Childrens Art Activity Area located on the corner of Franklin and Third. This show does not have food vendors; however, you will find many fine eating establishments all within walking distance. Check with the Information Booth for additional details.

An air-conditioned break room with restroom facilities, and light snacks will be available at the Geneva Visitor Center throughout the hours of the show for both artists and assistants to enjoy. We will have fresh water available at the Visitors Center and ask that you bring your own water container with you to fill. We will also have water bottles in the morning for those in need. Geneva Visitor Center is located at 10 South Third Street, Geneva, Illinois 60134. The Geneva Visitor Center is located ½ block north of the show on Third Street. Look for the black awning on the west side of the street and enter in the Geneva Visitor Center door.

**VOLUNTEERS:**

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

Even if you don't need to utilize volunteers, please be sure and thank them. Volunteers put in countless hours in helping this event run smoothly and help with keeping our expenses down.

**ARTIST PARKING:**

Artists must park in the Courthouse parking lot located just ½ block west of the show. (This is also where you may disconnect and "park" your smaller tow trailers during the show.) Entrances to this parking lot can be found on both James and Campbell streets. Or for those of you with a booth number higher than 84, a parking garage is available at Crescent and Third Street (just south of The Burger Local). You may download a map for reference here: <http://emevents.com/geneva-arts-fair/>. Make sure it is the parking map for 2022. **The lots with a red X on them have an event on Sunday. Your car will be towed if you park in those lots.**

**LODGING & DINING:**

Please visit the Geneva Chamber of Commerce at [www.genevachamber.com](http://www.genevachamber.com) for information on lodging and dining.



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**ILLINOIS TAX ID NUMBER:**

The tax form for 2022 can be found at <http://emevents.com/geneva-arts-fair/> one week prior to the show. We are required to send to the state a list of all artists in attendance. This list includes name, address, business name, tax ID, etc. Sales Tax for the City of Geneva is 8.00%.

**SHOW SPONSORS:**

The Geneva Arts Fair is coordinated by the Geneva Chamber of Commerce. In Cooperation with the City of Geneva.

The sponsors for 2022 are:

Presenting Sponsor – GreenFields of Geneva  
Take A Seat, Take A Load off – GreenFields of Geneva & Meta  
Landscape Art – Plandscape  
Breakfast Sponsor – Woofbeach Palms  
Childrens Art Experience – Pinots Palette & Water Street Studios  
Water Bottle Sponsor – State Street Jewelers  
ATM – The State Bank of Geneve  
Volunteer Sponsor – GIA, MIA, Livia Italian Eatery and moto | imōto

Permit us 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 us 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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