



## FESTIVAL OF THE ARTS 2021 ARTIST INSTRUCTIONS

Thank you for participating in The Adler Arts Center's 40<sup>th</sup> Annual Festival of the Arts. We're looking forward to a great weekend in Cook Park! Please read through these instructions very thoroughly.

### HOURS OF OPERATION:

**Saturday, August 7 10am-10pm and Sunday, August 8 10am-5pm.** *Please note that artists may close their booth at 5 p.m. on Saturday but have the option to stay open later.* This event will happen rain or shine. There will be no refunds or alternate rain dates.

### DISPLAYS:

Artists must supply their own 10' x 10' white tent and all display boards, tables, chairs, and panels needed to exhibit. **All vendors must use weights on their tents to help prevent damage in the event of high winds.** Cook Park contains an irrigation system that lies approximately 4 inches underground. For this reason, TENT STAKES are not allowed. The ground in Cook Park must not be penetrated in any way. Please use an alternative method of support for your tent and display materials. **Generators are not permitted inside the park.**

### CHECK-IN AND SET UP (SATURDAY, AUGUST 7<sup>th</sup> at 6:30AM):

Set-up will be on Saturday morning **ONLY** due to park restrictions. Set-up **begins at 6:30AM** (Please do not start setting up before 6:30am) and all artists/vendors must have their vehicles removed from the unloading areas (Milwaukee Ave street parking and Cook St. Street parking) by **9:30AM.** *If your vehicle is in an unloading area past 9:30am it may be towed at the owner's expense.*

Upon arrival, proceed to the Adler Arts Center Booth (**Booth 3** – see booth map) on the corner of the park located on Church St, right across from St. Lawrence Church (125 W Church St, Libertyville, IL 60048) to collect your Check-in Packet. **Church street will be closed for the Festival – temporary drop-off parking will be limited to Milwaukee Ave and Cook Ave.** Volunteers will be on hand to assist in unloading, as space is limited and vehicles must be moved quickly to the parking

area before you can begin setting up your booth. Set-up times and procedures will be strictly enforced. We appreciate your cooperation and will work to make the process as smooth as possible.

## CHECK-IN PACKETS:

Upon arrival at The Adler Arts Center check-in booth (**Booth 3** – see booth map), you will receive a Check-In Packet with the following:

- Parking Permit -- Place the parking permit in your vehicle window where it is easily visible for patrols.
- Festival Parking Guide (Also attached to this email)
- Booth Sign and Cable Ties -- Please place the booth sign in a visible spot within your display. We've included two cable ties for use in attaching it to your tent if needed.
- Name Tags – We ask your cooperation in wearing your name tag so that we can easily assist you as needed during the Festival and to gain access to restrooms and hospitality.
- Booth Map
- Booth Sitting Ribbon -- If you need to leave your booth, put up the ribbon and a volunteer will sit at your booth until your return.
- IL Special Event Tax Payment Coupon

## BREAKDOWN:

Please keep your booth open until 5:00PM on Sunday. At the close of the Festival, please break down your booth and tent prior to moving your car from the parking area to the loading zones.

## PARKING INSTRUCTIONS, PARKING PERMIT:

After unloading, please move your vehicle to the parking lot indicated on the enclosed parking instructions and map. Place the parking permit in your vehicle window where it is easily visible for patrols.

## TAX FORM:

Artists and Vendors are responsible for paying 7% Libertyville sales tax to State of Illinois. You will receive the correct form/coupon in your welcome packet upon check-in on Saturday.

## SECURITY:

A member of the Libertyville Police Department will be patrolling the grounds of Cook Park **from 9:00 pm on Saturday to 9:00 am on Sunday**. However, items left overnight will be left at your own

risk. The Adler Arts Center and the Village of Libertyville assume no responsibility or liability for accidental damage, theft, vandalism, or lost property.

## **RESTROOMS:**

Festival participants are welcome to use the restrooms at The Civic Center while they are open (135 W Church St. Open 9am – 9pm Saturday & Sunday) Restrooms are for artist and vendor use only and are not available to the public. During the hours the Civic Center is closed, please use porta-potties located throughout the Festival.

## **PROMOTION:**

Please help us promote the Festival! Tag @theadlercenter in your Instagram and Facebook posts and use #FOTA.

We look forward to a wonderful weekend and thank you again for being a part of it!

Sincerely,

Ellen Williams  
Programs & Marketing Director  
The Adler Arts Center