

Deer Path Art League Art Fair on the Square 2011 INSTRUCTIONS

Show Hours: 11:00-6:00 Sunday; 10:00-5:00 Monday

Welcome to the 57th annual Art Fair on the Square. We are looking forward to having wonderful weather and a successful show for everyone!

CHECK IN AND SET UP

We sent notice earlier this summer that we are not able to complete any set up on Saturday evening due to Lake Forest's 150th Celebration events. We must conduct our set up beginning at 4:00 am, allowing us a 6-7 hour window to be ready for the start of the show. **So, please read all instructions very carefully before the Fair to enable us to help you prepare for the event and to make things run smoothly Sunday morning.**

Once you arrive in Lake Forest, please follow all signage guiding you east on Deerpath into town and to your check in location to pick up your artist packet. Please note that check in locations are indicated on the attached map – color coded and by Zones pertaining to Booth areas.

CHECK IN LOCATIONS

BOOTHS # 1-86 ZONE A – GREEN

BOOTHS # 87-134 ZONE B – BLUE

BOOTHS # 135-181 ZONE C – RED

It is important that you go to the correct check in location as your packet will only be at the coordinating location. You must present a **Photo ID** (driver's license or other official identification with an image of the applicant) of the person who applied to the show. At the check in point, you will receive your packet and a pass to get into the show area. You must present the pass to our volunteers to be allowed into the show area for set up.

Set up opportunity will begin Sunday morning at 4:00 am. In order to accommodate everyone in the limited time available, **please park your vehicle near your space only long enough to unload it – twenty minutes maximum.** After that time you will be asked to move your vehicle outside the show area to allow for other artists to unload.

TRAFFIC PATTERN

Once in the show area, the flow of traffic is ONE WAY from SOUTH to NORTH – no exceptions!

Booths on Western Avenue (1-86) Zone A - Green: For check in follow signage marked Green coming East on Deerpath, cross railroad tracks and turn left into train station. Drive out of check in area, turn right onto Deerpath and right again on Western Avenue for set up.

Booths on North side of Market Square (87-134) Zone B – Blue: For check in, follow signage marked Blue. Turn left onto Oakwood and turn right into second parking lot. Drive out of check in area, turn left out of lot onto Forest Avenue, right on Westminster, right onto Bank Lane and left into Market Square.

Booths on South side of Market Square (135-181) Zone C – Red: For check in, follow signage marked in Red. Turn left onto Oakwood and turn right into first parking lot. Drive out of check in area, turn right out of lot onto Forest Avenue, left on Deerpath, left onto Bank Lane and right into Market Square.

NOTE: Booths on Northgate (#108-117) and Southgate (#156-164) cannot be reached by vehicle, the roads are too narrow. You must park on Forest or away from check in area in the lots and dolly your work to your booth space.

ALL vehicles must exit north off of Western Avenue.

BREAKDOWN

The traffic pattern for breakdown is the same – ONE WAY from SOUTH to NORTH. Please have your display and art work packed up before bringing your vehicle in for loading. You may not park your vehicle beside your space while you dismantle your entire booth. Absolutely no vehicles will be allowed within the show area until 5:30 pm.

ALL vehicles must exit north off of Western Avenue.

Please be respectful of our volunteers who are there to try and keep the flow of traffic moving. We have 181 artists setting up and breaking down at the same time and we truly rely on their assistance as well as our student volunteers to help with these procedures.

GENERAL INFORMATION

Booth Spaces:

Extra stock must be stored within, or immediately behind your booth space or in your vehicle; you may not use the sidewalks for storage, especially where the Children's Art sections are located. The City of Lake Forest has requested that no items or chairs be placed in the bushes behind booths as this damages the landscaping. **NO STAKES ARE ALLOWED IN THE GRASS OR ON THE STREET!** (There is an underground sprinkling system in the grass which could be damaged by stakes)

The Deputy Police Chief of Lake Forest strongly urges all artists to use weights on their tents to help prevent damage in the event of high winds.

Sales Tax:

The sales tax is 7.5%. You are responsible for collecting and remitting the Tax to the Illinois Department of Revenue. All IL artists who have not provided us with your IL Tax ID#, please do so by emailing it to artfair2011@deerpathartleague.org

Security:

Two security guards will be on duty Sunday evening until Monday morning so it will be possible to leave your display in place if you choose. However, The Deer Path Art League is not responsible for any damage or loss of tents, displays, or artwork left in the show area overnight.

Breakfast:

Each artist will be provided with a goodie bag on Sunday morning with treats provided by Whole Foods and Southgate Cafe. Coffee and pastries will be offered for artists by Baytree Bank during set up in the courtyard off of Market Square.

The Monday morning Awards breakfast will be held at nearby Gorton Community Center beginning at 8:00 am. If you have not replied to our earlier invitation, please do so to our Art Fair email address. Tickets and more information will be in your packet.

Safety Plan:

In the event of severe weather and high winds, the Lake Forest Police will notify the Deer Path Art League and we in turn will notify the artists and the public. The Deputy Chief of Police recommends that in such an event, artists and guests should go to their cars and leave the area or proceed to the train station or to the Gorton Community Center (where the award breakfast is being held) for shelter, 400 E. Illinois Road.

Restrooms:

Port-o-Potties will be in two areas; see map for locations. One handicapped unit will be located on Bank Lane. There are also public restrooms open in the train station.

Clean Up:

Each artist is responsible for making sure that the area surrounding his or her booth is clean at the end of each day.

Lodging Accommodations:

We have been given an extension until August 31st on the Hilton Garden Inn and the Marriott Residence Inn discounted offerings on blocks of rooms for the Art Fair. Attached is information for each and also how to book online if you are still in need of a place to stay. You have been sent a list of several options previously.

SUMMARY OF SHOW RULES

- *Accepted artists must check in with Photo ID and obtain a pass BEFORE setting up their booth.
- *Artist Statement with Photo of the Artist must be on display in their booth.
- *Artist who created the artwork must be in his or her booth both days until the show closes.
- *Reproductions of one of a kind work must be labeled as reproductions and displayed in bins, not on the walls.
- *All work must be created solely by the artist – there is to be no commercial production work allowed.
- *Photographers must disclose their creative and printing process in their Artist Statement and all prints must be hand signed by the artist.
- *No generators will be allowed, and electricity will not be provided.
- *No Shows will not be eligible for consideration for the 2012 show.