

Deer Path Art League Art Fair on the Square - Instructions

Show Hours: 10:00-5:00 Sunday; 10:00-4:00 Monday

Welcome to the 55th annual **Art Fair on the Square**; we are looking forward to good weather and a successful show for everyone!

Again, we are able to offer the opportunity for those with booth locations in the **Square** to set up the night before the show. (This includes booths **91-162; 172-181**) However, the City of Lake Forest will not close Western Avenue (**booths 1-90**) or South Gate (**booths 163-171**) on Saturday so artists on those streets must wait until Sunday morning to set up. **You will find your booth assignment on Zapplication and the attached map will indicate its location.** The map and these instructions are also on our web site www.deerpathartleague.org along with hotel and restaurant information, and a listing of the 2009 exhibitors. (We'll do one more update of the exhibitor list before the show to include artists added from the wait list.)

Please note the location for check-in on the attached map; **a photo ID** (driver's license or other official identification with an image of the applicant) of the person who applied to the show is required. At the check-in point you will receive your packet and a pass to get into the show area. Volunteers at the entrances to the show grounds will ask to see this pass before allowing you to set up.

Saturday evening set up will begin at **6:30 PM**; Sunday set up begins at **6:00 AM**. In order to accommodate everyone in the short time available, **please park your vehicle near your space only long enough to unload it – twenty minutes at the most.** After that time you will be asked to move your vehicle outside of the show area to make room for other artists to get in.

TRAFFIC PATTERN

The flow of traffic is ONE WAY from SOUTH to NORTH – no exceptions !!

Booths on Western Avenue: Drive out of the check-in point, turn right onto Deerpath Road, cross the tracks, and turn right again to enter the show area on Western Avenue.

Booths on the Square: Drive out of the check-in point, turn right onto Deerpath Road, cross the tracks, and continue west until you get to Bank Lane, then turn right.

Booths on South Gate and North Gate: Drive out of the check-in point, turn right onto Deerpath Road, cross the tracks and continue west until you get to Forest Avenue, then turn right. Please park your vehicle on Forest Avenue or in the large parking lots just to the west and dolly your work to your space. No vehicles will be allowed on South Gate (**booths 163-171**) or North Gate (**booths 172-181**); the streets are too narrow. **Do not attempt to enter on Bank Lane**; you will not be able to get near your booth from that street and you are likely to get bogged down completely!

Breakdown: The traffic pattern for breakdown is the same as for set up – **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.

Parking:

Artist all day parking is located in two lots on the east side of the tracks; one is just north of Westminster, the other is just south of Deerpath. There is a third lot for artist parking at Deerpath and Oakwood (one block west of Forest). For the benefit of all, please keep the parking areas closest to the show grounds available for your patrons! If you need to leave a vehicle in a lot overnight, let us know. Vehicles parked in alleys will be towed away at the owner's expense.

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. **NO STAKES ARE ALLOWED IN THE GRASS OR ON THE STREET!** (There is an underground sprinkling system in the grass area (Booth numbers **111-132**) 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 :

As you know, the **Art Fair on the Square** show is now a commission-free show so you will be required to handle all sales at your booth. You must collect **7.5%** sales tax and remit to the Illinois Department of Revenue.

Breakfast:

A complimentary continental breakfast for the artists will be available on Sunday at the Information tent (Booth #67) near the fountain. The Monday morning Awards breakfast will be held at nearby Gorton Community Center; you will find details about this in your show packet.

Security:

Two security guards will be on duty both Saturday and Sunday evening so it will be possible to leave your display in place. 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.

Restrooms:

Port-O-Potties will be in two areas; see map for locations.

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.

Show Closing:

The show closes at 4:00PM on Monday. For safety reasons, **absolutely no vehicles** will be allowed within the show boundaries until 4:30PM.

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 artist's award breakfast is held) for shelter.

Summary of Show Rules:

*Accepted artist must sign in with Photo ID (driver's license or other official ID with an image of the applicant) 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

*Only work in the medium submitted to the jury may be exhibited

*Reproductions of one-of-a kind work must be labeled as reproductions and displayed in bins, not on the walls.

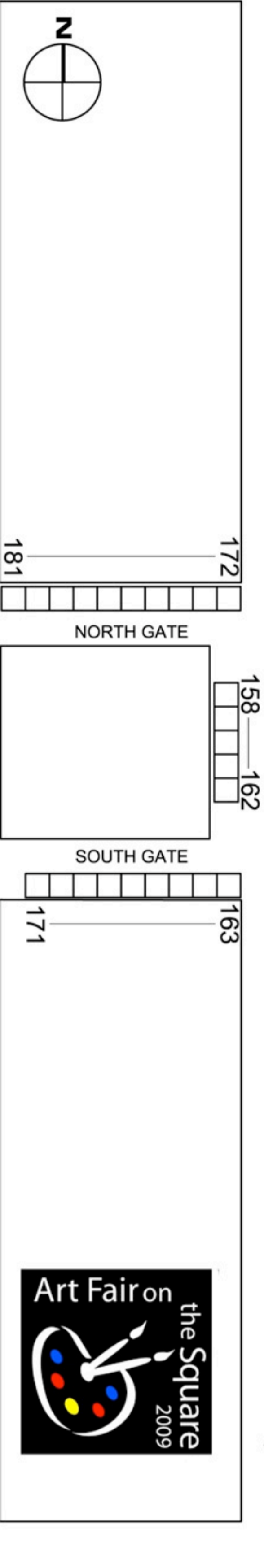
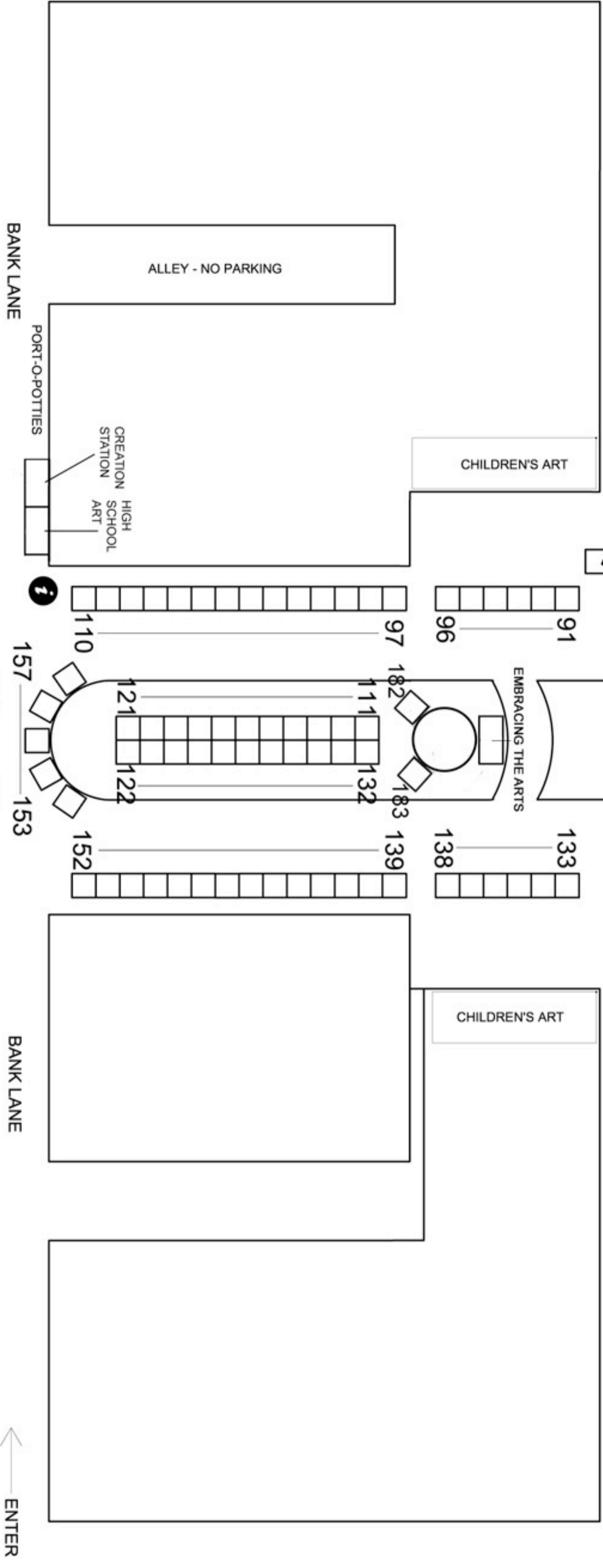
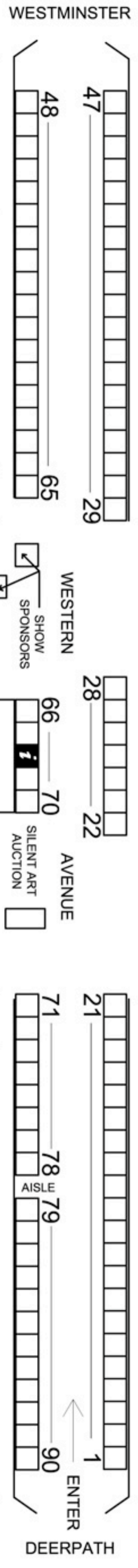
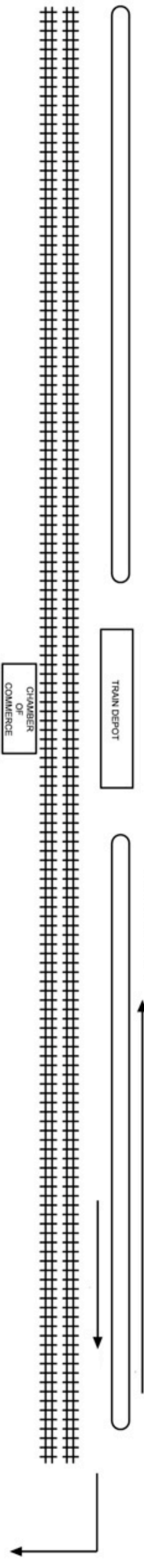
*All work must have been created by the artist—there is to be no commercial production work

*Photographers must disclose their creative and printing process in their Artist Statement and all prints must be hand signed by the artist.

*No generators allowed

*No Shows" will not be eligible for consideration for the 2009 show

*** Due to the economy and in concern for participating artists, for this year ONLY an exception to rule #14 (as outlined in "Festival Rules" in the application) will be made. Artists may sell postcards or note cards in addition to their original artwork.**



FOREST AVENUE

