



July 18, 2011

Thank you for participating in the 23rd Annual Long Grove Fine Art & Wine Festival! It will be held on Saturday, August 20th (11 am to 7 pm) and Sunday, August 21st (10am to 5pm). We are excited for another wonderful year. The event will be held in Archer Municipal Parking Lot (next to Fountain Square) and your booth number is posted on our website at www.longgroveartfest.com.

Just a couple of reminders:

- Directions to Long Grove and the Archer Parking lot are listed on the website www.longgroveartfest.com. In addition, we can link to your website to help your customers find you (see instructions under **2011 Artists** on the website).
- Upon arriving at the Artist Check-in, you will receive a welcome packet of information including your booth sign, name tag, lunch menus, Illinois Department of Revenue tax form and other relevant info.
- You will be able to pull up to your booth spot to load/unload during set-up and take-down hours only.
- You are welcome and **encouraged** to set up on **Friday, August 19th from 4pm - 8pm during open set up**. Go to the Artist Check-In Booth off Robert Parker Coffin Road and Archer Parking lot.
- On **Saturday, August 20th** set up begins at 7am. Check in at the Information Booth at *your designated time listed below*:

Booth numbers:

| | |
|--------------------------------------|-----------|
| 1-9 and 21-32 and 47-60 and 75-86 | 7am - 8am |
| 10-20 and 33-46 and 61-74 and 97-105 | 8am - 9am |
| 87-96 and 106-128 | 9am-10am |

- Free parking for artists is available in the Kildeer Countryside School parking lot, located about 3 blocks north (just across from Buffalo Creek Park). We ask that you NOT park at Stempel Municipal overflow lots, along Archer Road, or in the lot behind Seasons to allow maximum convenient parking for festival attendees. Free overnight parking is allowed at Kildeer School. A free shuttle service is provided to transport you from Kildeer parking lot to Archer parking lot at festival start and end times.
- Judging begins promptly at 11am Saturday, August 20th. Only booths displaying official Art Fest booth signage will be considered for the judging process. Winning artists will be posted at the Information Booth and photographed and posted on www.longgroveartfest.com.
- Limited electrical outlets are available. However, you must provide your own power strip and extensions cords AND have a recently inspected fire extinguisher in your tent— no exceptions.
- Complimentary coffee, doughnuts, yogurt and fruit will be made available during set up on Saturday and Sunday morning. Free cold bottled water will be provided twice/day for artists. Art Fest volunteers will be available during show hours to “booth sit” for your convenience. Fest volunteers will be wearing official Long Grove Art Fest t-shirts.
- For your convenience, several of our food vendors will be offering ‘artist menus’, a selection of food choices created specifically for our artists. Menus will be collected by 10:30 am and your lunch will be delivered to your booth. Prices vary and exact change is appreciated.
- Driving or parking on grass is not allowed.
- Artists are required to be present and have their work displayed during all hours and days of Art Fest.

- All displayed artwork must be your original work and priced for sale. Work must match the representative slides submitted for jury process. Merchandise not matching the category submitted in the jury process can not be sold.
- There is overnight security on Saturday night only.
- Should you need overnight accommodations, there are several hotels close to the Long Grove area which have competitive market rates. Be sure to mention you are an artist in town for the Long Grove Art Fest.
 - **Holiday Inn Express & Suites Lake Zurich**
197 S. Rand Road
Lake Zurich, IL 60047
(847) 726-7500
www.hiexpress.com/lakezurichil
 - **Comfort Inn Chicago-Mundelein**
517 E. Highway 83
Mundelein, IL 60060
(847) 566-5400
 - **Crowne Plaza – Chicago North Shore**
510 E. Route 83
Mundelein, IL 60060
(847) 949-5100
www.hotelchicagonorthshore.com
 - **Round Robin Inn - Bed & Breakfast**
(10 minutes north of Long Grove)
231 E. Maple (Rt. 176)
Mundelein, IL 60060
(800) 301-7664
www.roundrobininn.com
 - **DoubleTree Hotel**
510 E. Route 83
Mundelein, IL 60060
847-970-6905
Group ArtFest Rate \$69
http://doubletree.hilton.com/en/dt/groups/personalized/C/CHIMUDT-LWF-20110819/index.jhtml?WT.mc_id=POG
- The Long Grove Fine Art & Wine Fest Committee, Long Grove Business and Community Partners, and Kildeer Countryside Elementary School & PTO assume no responsibility or liability of accidental damage, theft, vandalism, or injury, including death or lost property.

We thank you for your support of the **23rd Annual Long Grove Fine Art & Wine Festival**. The proceeds of this festival support the many cultural and visual arts programs at Kildeer Countryside School. Without the support of artists, sponsors, food vendors, performers and the many volunteers, this learning enrichment would not be possible.

Thank you and we wish you a prosperous year.

Sincerely,

Long Grove Fine Art & Wine Festival Committee
lgartfest@longgroveartfest.com
www.LongGroveArtFest.com