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Dear Around the Coyote 2007 Winter Festival Artist,

Thank you for your participation in the 2007 Winter Festival and congratulations on your acceptance! This year our visual art venues include the Around the Coyote Gallery (1935-1/2 W. North Ave.), Flatiron Arts Building (1579 N. Milwaukee), Preferred Lofts (1552-54 N. Milwaukee), and Dulcenea (1431 N. Milwaukee) who will host not only visual art, but also theatre, music, film, and literary events. Various businesses throughout the neighborhood are participating as well. Piece (1927 W. North Ave.) and Batteries Not Included (1439 N. Milwaukee) will be hosting special visual art installations. Double Door (1572 N. Milwaukee Ave.) has signed up for hosting some of Chicago's best emerging musicians and we will again be holding film screenings at Rodan (1530 N. Milwaukee). Debonair Social Club (1575 N. Milwaukee), Wicker Park's newest late-night hot spot, will host both special visual art installations, as well as festival after-parties all week-end long, complete with open bar and hors d'oeuvres. Artists get in free with their artist pass.

Our guest curator for the 2007 Winter Arts Festival is Matthew Teti, director of the NOVA gallery in the West Loop and Teti Gallery in Wicker Park. He, with the help of NOVA's Assistant Curator Jesse Cochran, has made the selections for the Curator's Choice show held in the Around the Coyote Gallery. The list of accepted artists is up on the website, so please check to see if you have been chosen. Congratulations to all that were selected!

Don't forget about our opening party held February 8<sup>th</sup> from 8-12. The party will be catered by Wicker Park's favorite Mexican restaurant Las Palmas and will include an ample supply of margaritas, Peroni beer, and amazing food. Artists can enter for free while regular admission is 20 dollars. The site-specific installation by Around the Coyote's Winter Artist-in-Residence, John Kowalczyk will be on view as well as the unveiling of the Curators Choice exhibition. The Machine Media will be spinning a roster of some of Chicago's best bands. It's going to be fun and delicious!

I will do my best to get around and meet you all during the festival, but please don't hesitate to track me down and say hello. We are a small staff, working very long hours to do everything we can to make this festival as productive, fun and engaging as possible for our artists and the Chicago community. If there is anything you ever need – during the festival or throughout the year – I hope you will turn to Around the Coyote. Thank you for being involved and see you at the opening party on February 8<sup>th</sup> from 8-12!

Warm regards,  
Allison Stites  
Executive Director

## 2007 Winter Festival Guidelines

### **Important Events Dates and Times:**

**Installation is Thursday, February 8 from 12pm to 9pm and Friday, February 9 from 12pm to 5pm.**

Artists who have not shown up to install their work by Friday, February 8 at 3pm will be considered “no shows” and their spaces will be donated to area non-profits or used for some other festival purpose. There will be no exceptions and we hope you understand the necessity of this rule. When you arrive to the festival to install, please come to the Around the Coyote office first for your gift bag. **Your gift bag includes your artist pass which you need in order to enter festival venues and after-parties.** Your gift bag will also include garbage bags for maintaining the cleanliness of your space; a festival catalog with a complete guide to every artist, booth and event in the festival; coupons and gift certificates donated to you by local businesses; and other last minute announcements important to the festival. *Gift bags will not be ready until Feb. 8 at noon.*

### **Thursday February 8 Opening Party from 8pm-12am**

Around the Coyote Gallery, 1935-1/2 W. North Ave.

Proceeds from this party and silent auction of “best of the fest” work selected by Matthew Teti of Teti Gallery and Nova Gallery benefit Around the Coyote’s art gallery, art education programs and future festivals. This is an opportunity for artists to get to know each other, art gallery owners, art collectors, press, local business sponsors etc...Please note the festival does not open to the public until Friday, February 9 at 6pm. There will be an opening night party guest list at the door. Each participating artist gets in free to the opening party, which includes food and drink catered by Las Palmas restaurant and Peroni beer. This year we are having a raffle for gift certificates. Everyone wins something! Raffle tickets are \$10 each and include some of Chicago’s best restaurants, spas, salons, and nightlife. Admission for all other guests is \$20. *If you are planning on heading over to Debonair Social Club for the After-Party, be sure to pick up your artist pass at the Around the Coyote Gallery to gain access to Debonair’s open bar!*

### **Thursday February 8 After-Party at Debonair Social Club from midnight to 2am**

Debonair Social Club, 1575 N. Milwaukee

Debonair Social Club will be providing an **open bar** with wine, liquor, beer and **passed hors d'oeuvres**. Artists get in free with their artist pass. Bringing pop culture and people together to drink, dance, and eat in a provocative atmosphere, Debonair Social Club is one of Wicker Park's newest late-night hot spots. With an art curator on staff, and upcoming installations by Cody Hudson planned, Debonair Social Club combines all of what we love about Wicker Park....art, fashion, food, and entertainment. *ages 21 and over*

**Friday, February 9 Winter Festival open to the public 6pm-10pm.** All artists’ booths must be completely installed and ready by 5pm Friday, February 9. All artists are required to staff their spaces throughout public hours. You might want to talk to artists showing at the same location and make arrangements to exchange guard duty. Around the Coyote will not be liable for any damage or theft suffered by your work. Be sure to check out the music, theatre, literary and film events going on tonight at Rodan and Dulcenea until 2am.

### **Friday February 9 After-Party at Debonair Social Club from 10pm to midnight**

Debonair Social Club, 1575 N. Milwaukee

Debonair Social Club will again be providing an **open bar** with wine, liquor, beer and **passed hors d'oeuvres**. Artists get in free with their artist pass. Come by and shmooze with all the people you met today! *ages 21 and over*

**Saturday, February 10 Winter Festival visual art venues open to the public 11am-10pm.** All artists are required to staff their spaces throughout public hours. You might want to talk to artists showing at the same location and make arrangements to exchange guard duty. Around the Coyote will not be liable for any damage or theft suffered by your work. Be sure to check out the music, theatre, literary and film events going on tonight at Double Door and Dulcenea until 2am.

### **Saturday February 10 After-Party at Debonair Social Club from 10pm to midnight**

Debonair Social Club, 1575 N. Milwaukee

More drinks, more food, more schmoozing! DJ’s too, and its all for you. *ages 21 and over*

**Sunday, February 11 Winter Festival visual art venues open to the public 11am-6pm.** All artists are required to staff their spaces throughout public hours. You might want to talk to artists showing at the same location and make arrangements to exchange guard duty. Around the Coyote will not be liable for any damage or theft suffered by your work.

**Sunday, February 11 Festival Closing Party from 10pm-2am (Dulcenea 1431 N. Milwaukee).** You are invited to the official Around the Coyote Festival After-Party at Dulcenea. The Machine Media will be providing the music as we come together one last time to end the 2007 Winter Arts Festival. Come enjoy *Improvised Identity*, a visual art exhibition, as well as fun and entertainment in celebration of the art and artists of Around the Coyote. *21 and over only.*

## **INSTALLATION:**

The installation and removal of art work is to take place at the following times **only**:

Installation: Thursday, February 8, 12-9pm and Friday, February 9, 12-5pm

Un-Install: Sunday, February 11<sup>th</sup> from 6pm to 9pm

After setting up on Thursday, please be sure to attend the opening night party at the Around the Coyote Gallery (1935-1/2 W. North Ave.) from 8-midnight.

\*\*\*\*\*Please note that Around the Coyote only provides wall space (or floor space only if you are in a Preferred Lofts Project Space). All other installation supplies including lights, paint, hanging materials and tools must be provided by the artist. Also note that the Preferred Lofts venue does not have elevator access.

### ***Lights***

Only those lights that are permanently installed in each venue are provided. It is difficult to find places for clamp lights, but ATC staff will do their best to assist you in finding a place for your lights. Each artist needs to bring their own clip utility lights. Please pay special attention to your lighting. Each artist is only allowed to add 40 additional watts. Anything above that and the circuits will blow. We are not kidding. For this reason, ATC reserves the right to remove any lights above the additional 40 watts without notification. Special energy-saving bulbs can be bought at the Around the Coyote Gallery office (1935-1/2 W. North Ave) for \$10 each, or cheaper at local hardware stores.

### ***Walls***

Each artist must provide their own hanging material, paint, brushes, spackle, tools etc.... Unfortunately, due to the nature of our festival, we cannot provide ideal, gallery-style exhibition spaces. The walls in the historic **Flatiron Arts Building** have been through it all and you may feel the need to paint your space. If you paint your exhibition wall you can only use white. This is on order of the building management and must be strictly adhered to. Also, you are required to spackle and sand any holes you have made, so please keep this in mind when installing. The usable walls at **Preferred Lofts** are made of compressed plywood. Some will be painted white, some will be raw wood, some may even be painted purple. You can visit your walls to see if you want to paint them as early as February 8<sup>th</sup> at 12pm. Under no circumstances can you use the brick walls or windows at the Preferred Lofts space for hanging art or anything else – even if you have a Project Space. If this is going to be a problem, you need to speak with Allison.

Your wall space is assigned by Allison Stites, the Executive Director, and corresponds to your location listed in the festival catalog. You may not switch locations. Please know that we do our best to satisfy all of your requests when placing you in the festival. If we were not able to give you exactly what you requested, it is for a very good reason. If you would like to know that reason, feel free to call the office and ask for Allison. Only Allison can answer questions about locations, so if she is unavailable leave a message and she will get back to you as soon as possible.

If you are showing in a **local business or studio**, you should visit the space before the festival to get a feel for what your exhibit there will mandate and to schedule the set up of your artwork with the store owner or manager. ATC is not responsible for these details and is relying on you to represent us and yourself in a courteous, professional manner. Remember, it is a privilege to have the opportunity to display your work in a unique retail setting and should be treated accordingly. If you feel that there is an irresolvable problem with the location, please contact us and we will try to rectify the situation. While some of these locations receive less traffic, a benefit to showing there is that, depending on your arrangement with the business owner, you may have more freedom to visit the rest of the festival. We also encourage you to create a relationship with your business owner. If they show art there during the festival, they may be interested in showing art throughout the year!

## **LOCAL ART SUPPLY and HARDWARE STORES**

Home Depot, 1232 W North Ave, (773) 486-9200

Blick Art Materials (formerly the Art Store), 1574 N Kingsbury Street, (312) 573-0110

Genesis Art Supply, 2417 N. Western Ave, 1-800-YES-4-ART

## **UN-INSTALLATION**

All artwork must be un-installed Sunday, February 11 beginning at 6pm and ending at 9pm. Please do not begin taking your work down before 6pm. You are responsible for returning your walls to the condition in which you received them. You need to remove any hardware that you installed, patch any holes you made and re-paint over your patches at the Flatiron. It is the artist's responsibility to bring all necessary equipment including paint brushes, tools etc...

## **SECURITY**

As an exhibiting artist, you are solely responsible for the security, promotion, and care of your artwork throughout the entire 4-day event. The major venues will be locked at the closing of each day, but the Flatiron Building is a live/work space and there are many people who come and go at will. During the festival you might want to talk to artists showing at the same location and make arrangements to exchange sitting duty. Again, we would like to emphasize that Around the Coyote will not be liable for any damage or theft suffered by your work.

## **POSTCARDS**

Postcards and posters are available for pick-up at our office, 1935 ½ W North Ave. We encourage you to send the postcards out to your mailing list. This will increase visibility for the festival, as well as, focus traffic to your location. The postcards cost .24 cents to mail and we encourage you to include a sticker with your location in the festival marked. And please post as many posters all over the city and suburbs as possible!

## **VOLUNTEERS**

As usual, we are looking for **volunteers** available to help out before and during the festival. If you or anyone you know is interested in volunteering during the festival, please visit [www.aroundthecoyote.org](http://www.aroundthecoyote.org) to sign up.

## **PARKING**

Parking is only available on the street, much of which is metered. There is no loading or unloading zone. It is survival of the fittest. Police in the area are quick to ticket and tow, so be careful.

## **CHARGING SALES TAX**

Chicago sales tax is 9%. If you have a business number and otherwise collect sales tax, you must also collect sales tax at the festival. If your art sales can be defined as "occasional in nature" and you do not ordinarily collect and pay sales tax in the course of your business, then you do not need to collect sales tax at the festival. For legal purposes, the festival is generally considered to be similar to yard sales (no reflection intended!) at which sales tax is not collected.

## **CATALOGS and T-SHIRTS**

Catalogs will be available throughout the festival. Each artist gets one free catalog and can buy additional copies for \$3 each. T-shirts will also be available by the opening party and will cost \$5 - \$8 depending on the style for festival artists and \$10 - \$12 for everyone else.

## **CONTACT NUMBERS:**

ATC office: 773-342-6777 *call with general questions related to the festival.*

911 If there is a security, health or fire emergency please dial 911 and then contact the ATC office. For reporting any problems please refer emergency and ATC staff to your venue address:

Flatiron Arts Building 1579 N. Milwaukee Ave.

Preferred Lofts Building 1552 N. Milwaukee Ave., 2<sup>nd</sup> and 3<sup>rd</sup> floors