

WELCOME!

We are so glad that you are joining us!

Norcross Art Splash 2017 Exhibitor Instructions

SECTION 1: GENERAL INFORMATION FOR EVERYONE

SECTION 2: FOOD VENDORS

**Hours of Operation: Saturday, October 7, from 10:00AM to 6:00PM and
Sunday, October 8 from 11:00AM to 5:00PM**

SECTION 1: GENERAL

Check-in and Set-up – Saturday, October 7, 5:00AM to 8:30AM

Set-up is on Saturday morning only, due to street closing restrictions. Exhibitors must be checked in by 8:30AM the morning of the show, otherwise the exhibitor will be considered a "no-show" and his or her space will be given away with no refund.

Please review the booth assignment list for your check-in location.

Jones/Wingo/S Peachtree ZONES: enter 504 Thrasher St. in your GPS (WestRock Corp). Due to street closings, all exhibitors should approach the check-in point from Jimmy Carter Blvd. to West Peachtree St., which is just west of the railroad underpass on Jimmy Carter. Follow the signs to Exhibitor Check-in. Upon arrival, volunteers will direct you to staging and check-in farther up on Thrasher St.

Thrasher ZONE: enter 97 Park Drive in your GPS (corner of N Peachtree St. and Park Dr.). You'll receive your packet at this location and be directed to your booth.

Once you are checked in, you'll unload and move your vehicle to your assigned parking area at WestRock before you begin to set up your booth. Shuttles will run from 5am to 7pm Saturday, and 9am to 6:30pm on Sunday.

Check-in Packet

Upon arrival at check-in, you will receive a packet with the following:

- A map of Norcross Art Splash showing your booth location.
- Parking Permit (ZONE CARD). Please place this card on the driver's side dashboard of your vehicle. This card must remain on your dashboard at all times during Art Splash in order to expedite the unloading, parking, restocking and loading process.
- Artist, Sponsors and Non-profit groups will receive identification badges. We ask your cooperation in wearing these so that we can easily assist you as needed during Art Splash. You'll also need these to enter the Hospitality Suite.
- ARTISTS WILL RECEIVE A PLACARD WITH THEIR NAME AND BOOTH NUMBER. PLEASE POST THIS ON THE UPPER TOP LEFT-HAND CORNER FACING THE OUTSIDE OF YOUR TENT, PER REQUEST OF THE NORCROSS POLICE DEPARTMENT.
- Hospitality Suite phone number. This number is for you to contact the Hospitality Suite if you need assistance. Booth sitting services will be available for artists and sponsors.
- Artists will receive a Georgia State Sales Tax Form. This should be completed and mailed by you directly to the Georgia Department of Revenue within three days after the festival. Gwinnett County tax is 6%.

Displays

Exhibitors must provide their own means of display, which should be sufficiently sturdy to withstand weather and large crowds. Each Exhibitor is responsible for his or her own display in case of loss or damage. All work, display and storage may not extend beyond the assigned exhibitor space (10' deep x 11' wide). Your booth should not interfere with your neighbor's space.

Tent Set-up

Please do not stake your tent down to the pavement or the street. All exhibitors must use concrete weights or heavy sand bags during the Event. Weights should rest on the pavement and not dangle. Weights should be at least 40lbs per tent leg. Do not use water jugs, as they do not provide enough weight. **When setting up (if rain is forecasted) please keep the back legs of your tent out of the curb, to help prevent rainwater from flowing through your booth.**

Parking

Exhibitor parking is located at WestRock; 504 Thrasher St. Shuttles will run from 5am to 7pm Saturday, and 9am to 6:30pm on Sunday. No parking pass will be necessary to park here.

Exhibitor Rules of Etiquette

We love all of our artists and sponsors. You are our guests, and we are truly grateful that you are part of the festivities! **To be fair to everyone, however, please refrain from distributing literature or other advertising materials from beyond your booth space. It is important that you promote yourself and your amazing products, but you must keep your sales pitch from disturbing or distracting customers away from your neighbor's spot.** Also, please refrain from bringing a face painter or caricature artist to participate in your booth, as it is a conflict with the face painting and caricature artist vendors. If you need any help in designing your booth and coming up with creative ways to advertise your business or if you are unsure if certain promotional items or products are allowed, please contact Frances Schube at [770-452-1727](tel:770-452-1727) or [770-337-4049](tel:770-337-4049). We appreciate your cooperation!

Recycling

Recycle containers for bottles, cans and paper are located next to each waste container. Empty boxes may be left on the curb behind your booth for pick up Sunday evening.

Security

The City of Norcross Police Department will provide overnight security of the festival premises. All exhibitors are required to secure their tents to deter theft.

Smoking Policy

Spaces are very tight this year. We ask that if you must smoke, please take a break and do so away from the other artists. We appreciate your cooperation in this matter.

Hotel

Hotel accommodations for Norcross Art Splash have been arranged through the Marriott Courtyard located at 6235 McDonough Drive, Norcross, GA 30093. For reservations, call 770-242-7172 and ask for the Norcross Art Splash Artist Room Block. September 15 is the last date to book to receive the special rate of \$69.

RV Parking

Overnight parking for self-contained RV's will be at WestRock Corporation, 504 Thrasher St., Norcross, GA 30071 from 6PM Friday night to 9AM Monday morning.

Other Amenities

Lost and Found and First Aid are located at the Art Splash headquarters tent located in Thrasher Park, next to the pavilion. (Saturday, 5:00AM - 6:00PM, Sunday, 11:00AM - 5:00PM). ATMs are located at the corner of Thrasher Park by the Food Court. Restrooms are located in the Hospitality Suite and throughout the Art Splash venue.

Hospitality

A special area has been set up for all exhibitors at Norcross City Hall at 65 Lawrenceville St. Please refer to your map.

The Hospitality Suite will be staffed on Saturday, 6:30am to 6:30pm and Sunday, 9am to 5:30pm. We will provide water and snacks both days. Restroom facilities are also available. Please be sure to show your identification badge, which will be in your check-in packet. In addition, we will serve free coffee and chicken & biscuits in front of 45 South Café on South Peachtree St. from 7am to 9am Saturday morning.

Booth-Sitters (for Artists & Sponsors)

If you need to take a quick break, please call the Hospitality Suite (telephone number will be included in your Check-in packet). We will provide a responsible "booth sitter" while you are away from your booth, beginning at 10am Saturday and 11am Sunday.

Sunday, October 8

You should proceed directly to WestRock to catch the shuttle that will run from 9am to 6:30pm Sunday, so that you'll have time to open your booth by 11am.

Restocking

If you need to restock Sunday morning, please arrive between 9am and 10am at the barricades at Thrasher St. and Autry St. Your Zone Card will be required for entry. **For security reasons, do not attempt to access your booth from another location unless your booth is one of the odd numbers S69 through S105. Zone cards must be presented in all cases to enter.**

Breakdown

Please keep your booth open until 5:00PM on Sunday. At the close of Art Splash, you must break down your booth prior to moving your car from your parking area to the loading area. A volunteer will issue **Loading Tickets** once your tent is dismantled and you are packed. You may then catch the shuttle at N Peachtree St. and Park Dr. to bring your vehicle back through. In the event of rain, you may keep your tent up until you retrieve your vehicle. You must proceed through your assigned Check-in point where you entered Saturday morning on Thrasher St. or N Peachtree St. and Park Dr. No vehicles will be allowed through without a Loading Ticket. Please note that for safety purposes, no vehicles will be allowed onto the street until 5:30PM or until the crowds have thinned sufficiently. Volunteers will be on hand to assist you in loading your vehicle. All booths must be removed from the street by 8:00PM Sunday.

Liability

Splash Festivals, Inc. will not assume liability for any act of God, natural disaster, exposure to adverse weather conditions, damages or injuries, or any cause above and beyond the control of the festival. We appreciate everyone's cooperation. By your participation in this Festival, you agree that neither Splash Festivals, Inc. nor its agents or representatives will be responsible for any injury, damage or loss that may occur to the participant, the participant's agents or representatives or his or her property, regardless of the cause. Participants should obtain, at their own expense, any insurance they deem necessary.

Inclement Weather

Although Norcross Art Splash will happen rain or shine, if weather happens during the weekend that would be considered life threatening, dangerous or creates a concern, we'll keep you updated through our text messaging system. To receive these text messages, you must first opt in by texting NorArtSplash to 84483. The service is free, but charges may apply depending on your individual data plan.

Questions

If you have questions prior to the festival, please contact:

Frances Schube 770-452-1727 (H) 770-337-4049 (C) rdemetrius72@aol.com

Cindy Flynn 770-449-5133 (H) 678-427-6450 (C) splashfestivals@gmail.com

SECTION 2: FOOD VENDORS

FOOD COURT VENDORS (booth number begins with FC)

Set-up for Food Vendors located in the Food Court on Buchanan St. Tent and equipment set up is on Friday, October 6 from 2pm to 5pm. Proceed to Buchanan St. at Thrasher Park. In your GPS enter 98 Park Drive, Norcross, GA 30071. Access the area from Park Dr. at North Peachtree St./West Peachtree St. You will be directed to your booth location to set up.

****For Saturday stocking, access the area from N Peachtree St. and Park Dr. (the surrounding streets will be closed). DO NOT ATTEMPT TO GO THROUGH THE MAIN CHECK-IN LOCATION ON THRASHER STREET AS THE LINE WILL BE LONG.

MAIN STREET FOOD VENDORS & KIDZ ZONE VENDORS (booth number begins with a number or KZ)

Set-up for Main Street vendors and the Kidz Zone is on Saturday, October 7, from 8:00AM to 9:00AM. For check-in, enter 504 Thrasher St. in your GPS (WestRock Corp). Due to street closings, all exhibitors should approach the check-in point from Jimmy Carter Blvd. to West Peachtree St., which is just west of the railroad underpass on Jimmy Carter. Follow the signs to Exhibitor Check-in. Upon arrival volunteers will direct you to staging and check-in farther up on Thrasher St. Your booth assignment is also included on this list. Booth assignments may change due to cancellations, so please keep this email and check back for updates by clicking the link for Booth Assignments in this email. Booth Maps are also included.

Parking

Exhibitor parking is located at WestRock, 504 Thrasher St. Shuttles will run from 5am to 7pm Saturday, and 9am to 6:30pm on Sunday.

Food vendors located on Buchanan St. at Thrasher Park will be directed to parking on Buchanan St.

Ice

Perry Eidson of Stone Mountain Ice will be available for ice delivery to your booth beginning at 6am Saturday. He will remain on site throughout the festival. You may reach him at 404-825-9257.

Recycling & Waste Disposal

Recycle containers for bottles, cans and paper are located next to each waste container. A dumpster for garbage is located at the end of Thrasher St., next to the temporary storage unit. All grease must be placed in a sealed container prior to disposal.

Food Vendor Coupons

If you receive any of these during the Festival, you may redeem them for cash from Mike Schube at the end of the event. You may reach him at 770-235-7152.

Utilities

If you have paid for electricity, please bring your 100-foot heavy-duty electrical cord(s). Access to water is located behind the pavilion at Thrasher Park.

Sunday, October 8

If you are a Main St. vendor (on either Jones St. or S Peachtree St., you should proceed directly to WestRock to catch the shuttle, which will run from 9am to 6:30pm Sunday, so that you'll have time to open your booth by 11am. All other food vendors should park on Buchanan St., as you did Saturday.

Restocking

If you need to restock Sunday morning, please arrive between 9am and 10am at the barricades at N Peachtree St. and Park Drive where you checked in Saturday morning.

Breakdown

Please keep your booth open until 5:00PM on Sunday. At the close of Art Splash, you must break down your booth prior to moving your vehicle from your parking area to the loading area. If you are parked at WestRock, you may then catch the shuttle to bring your vehicle. In the event of rain, you may keep your tent up until you retrieve your vehicle. You must proceed to N Peachtree St. and Park Drive where you entered Saturday morning. **Do not come directly up Thrasher St. from WestRock, as the line will be long with artists and sponsors. Take W Peachtree St./N Peachtree St. to Park Drive.**

Main St. vendors must be ready to expedite breakdown quickly as your booth may obstruct artist vehicles from accessing their booths. All booths must be removed from the street by 8:00PM Sunday.

Cindy Flynn 770-449-5133 (H) 678-427-6450 (C) splashfestivals@gmail.com
Mike Schube 770-235-7152