

Acworth Art Fest 2018 Exhibitor/Vendor Instructions

WE LOVE ALL OF YOU AND ARE SO EXCITED THAT YOU ARE JOINING US!

Section 1: General Information for Everyone

Section 2: Food Vendors

Section 3: Children's Vendors

Hours of Operation: Saturday April 14 from 10:00AM to 6:00PM and Sunday April 15 from 11:00AM to 5:00PM

SECTION 1: GENERAL INSTRUCTIONS

Displays

Displays should be professional and aesthetically pleasing. Because many of the booths on the "store" side of the street back up to sidewalks behind them, please be aware that customers may be walking both in front of and behind your booth. The object is to make your booth attractive from both front and back. 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. Your booth should not interfere with your neighbor's space. All artisans' work must be hand-made by the artist. No wholesale or buy-sell merchandise is allowed at Acworth Art Fest.

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 of at least 40lbs per leg during the Event. Weights should rest on the pavement and not dangle. Do not use water jugs, as they do not provide enough weight. If you ordered a tent through us, it will be set up for you when you arrive.

Exhibitor Rules of Etiquette

We love all of our artists, sponsors and vendors. 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. We appreciate your cooperation!

Hotel

We've arranged for hotel accommodations in the Acworth area. The weekend of the festival is going to be busy in the hotel industry. In addition to it being Spring Break, another event will be going on and hotel rooms are filling up fast.

Best Western Acworth, 5155 Cowan Road Acworth is offering \$88.18 per night on April 13 & 14. For reservations, please call the hotel directly at 770-974-0116 and ask for the Art Fest group rate. Only ten rooms are available at this rate.

The hotel is approximately two miles from the festival.

Exhibitor Parking

Exhibitor parking will be located at Roberts School (4681 School St.), which is within easy walking distance of the Art Fest. Shuttles will run from 5 AM to 10 AM Saturday morning, Saturday evening between 6 PM and 7PM, Sunday morning from 9 AM to 11AM and Sunday evening beginning at 5 PM. It will also run every hour on the hour during Art Fest.

Upon check-in, you will receive a Zone Card, which will be your parking pass and ticket to get you back in to restock Sunday morning, if necessary. If you will be bringing multiple vehicles, please plan for all to arrive at the same time so that each may receive a Zone Card. After the check-in time ends at 8:30AM, Zone Cards will not be issued. Exhibitors and their employees/helpers should plan to park at one of the off-site shuttle lots and take the shuttle, which will run from Saturday 10 AM to 6 PM and Sunday 11 AM to 5 PM.

RV Parking

Overnight parking for self-contained RV's has been arranged at Logan Farm Park, 4762 Logan Road, Acworth, GA 30101.

Security

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

Headquarters/Lost & Found/ATMs/Restrooms/First Aid

Lost and Found and First Aid are located within City Hall from 5:00AM Saturday to 6:00PM and Sunday from 10:00AM to 5:00PM. ATMs are located in the upper parking lot on Main St by the Food Court and in the Kidz Zone. Restrooms are located on Dallas St., just off Main St., and in the Kidz Zone as indicated on the map you will receive at the check-in area.

Smoking Policy

We ask that if you must smoke, please take a break and do so away from the other Exhibitors. We appreciate your cooperation in this matter.

Gift Certificates

Several volunteers will have pre-numbered shopping spree gift certificates in \$25 increments to spend in the Artist Market. If you are one of the lucky artists to receive one or more of these, you may redeem them for cash at the Artist/Sponsor Hospitality Suite, located at City Hall. They are not valid for food or drinks. Separate Splash Bucks will be in circulation for food vendors. Please see specific redemption instructions under **Food Vendor Instructions** below.

Inclement Weather/Emergencies

Although Art Fest will happen rain or shine, if weather or another emergency happens during the weekend that would be considered life threatening or dangerous, we'll notify you through our text messaging system. To be able to receive these messages you must first opt in by texting to 84483 the message ACARTFEST. Although the service is free, text-messaging rates may apply depending on your data plan.

Refunds/Cancellations

All fees are non-refundable. No refund will be issued due to inclement weather. No refunds are issued for cancellations. If you cannot attend Art Fest, please let us know by calling 470-342-5797 or 678-427-6450. This event will happen rain or shine.

Liability

Splash Festivals, Inc. and the City of Acworth 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 Art Fest. We appreciate everyone's cooperation! Neither Splash Festivals, Inc., the City of Acworth nor its agents or representatives will be responsible for any injury, damage or loss that may occur to the artist, the artist's agents or representatives or his or her property, regardless of the cause. Artists should obtain, at their own expense, any insurance they deem necessary.

Questions

If you have questions prior to Acworth Art Fest, please contact:

Frances Schube 770-452-1727 (H) 470-342-5797 (C) rdemetrius72@aol.com

Cindy Flynn 678-427-6450 (C) splashfestivals@gmail.com

Check-in and Set up, Saturday, April 14

Set-up will be on Saturday morning ONLY, due to street-closing restrictions. Set- is from 5:00AM to 8:30AM. Exhibitors and vendors must be checked in by 8:30AM the morning of the show, otherwise the Exhibitor/Vendor will be considered a "no-show" and his or her space will be given away with no refund. All Exhibitors/Vendors must have their vehicles removed from the unloading area by 9:00AM.

Exhibitor Check-in will begin at the Acworth First Baptist Church, 4915 N. Main St., Acworth, GA 30191. Due to street closings, all exhibitors should approach the check-in point from Hwy. 92 at I-75. From there, go south on Cowan Rd (Hwy 92). Turn right on Hwy 92 at the McDonalds. Travel approximately two miles. Turn right just over the overpass. Turn right onto N. Main St. Follow the signs to the Exhibitor Check-in area.

After check-in, volunteers will direct you to your Staging location to unload. Exhibitors in Zone 4 will proceed from Check-in to Dallas St. where they will be directed to enter that zone and avoid congestion in Zones 1, 2 and 3. Once at your booth location, please pull as closely to your booth as possible to allow other vehicles to pass. Volunteers will be on hand to assist in unloading, as space is limited and your vehicles must be moved quickly to the Exhibitor parking area before you can begin to set up your booth. Exhibitor parking will be within walking distance, but a shuttle will also be available to pick you up from City Hall/Hospitality. Please refer to the map you will receive at check-in for the shuttle pick-up and drop off point.

Set-up times and procedures will be strictly enforced. We appreciate your cooperation. We will work to make the process as smooth as possible.

If you require additional time to set up and need to arrive earlier than 5AM, please let us know ASAP.

Check-in Packet

Upon arrival at the First Baptist Church, you will receive a ZONE CARD, MAP SHOWING YOUR BOOTH LOCATION AND DIRECTIONS TO EXHIBITOR PARKING.

- 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 Fest in order to expedite the unloading, parking, and loading process. If you will be bringing multiple vehicles, please be sure to arrive together.
- Artists and Sponsors will receive Exhibitor identification badges. We ask your cooperation in wearing these so that we can easily assist you as needed during the Art Fest. You will 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 ACWORTH POLICE DEPARTMENT and so that Hospitality volunteers may find you.

- Artists and Sponsors will receive the Hospitality Suite phone number. This number is for you to contact the Hospitality Suite if you need assistance. Booth Sitting services will be available.
- Artists will receive the Georgia State Sales Tax Form. This should be completed and mailed by you directly to the Georgia Department of Revenue after Art Fest. Cobb County is 6%.

Sunday, April 15

You should proceed directly to the Exhibitor parking area at Roberts School. Shuttles will run from 9am to 11am Sunday morning and every hour on the hour. Please plan to arrive at your booth no later than 10:30AM. Many attendees arrive before 11AM so you are encouraged to arrive earlier to open. **To restock** Sunday morning, please arrive at the intersection of West Main St. and **Morningside** no later than 9:30AM. Access this intersection from Senator Russell Ave., which is the street that runs in front of City Hall. Turn right by the Post Office. Present your Zone Card and a volunteer will allow you through the barricade.

Breakdown

Please keep your booth open until 5:00PM on Sunday. At close of Art Fest, you must break down your booth and tent prior to moving your car from your parking area to the loading area. A volunteer will issue you a **Loading Ticket** once you are packed. Once you have retrieved your vehicle, please arrive at the location where you staged to unload. Access these locations from Senator Russell Ave., which is the street that runs in front of City Hall. A volunteer will allow you through the barricade if you have your Loading Pass.

For safety purposes, no vehicles will be allowed to re-enter the streets 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 9:00PM Sunday.

SECTION 2: FOOD VENDOR INSTRUCTIONS

Parking

Food Vendor parking is located at the Exhibitor parking lot on School St. If you have a food service truck that you will need convenient access to during Art Fest, it may be parked in the parking lot area just west of the Food Court. Please note once it is parked on Saturday morning, it may not be moved until breakdown Sunday evening.

Splash Bucks

A limited number of coupons for food will be in circulation. These may be redeemed for cash by the food vendor at the end of the festival through Mike Schube.

Services

Ice: Perry Eidson with Stone Mountain Ice will be servicing all vendors with ice beginning Saturday morning. He will contact you prior to Art Fest to get an estimate of your needs. Ice is \$3.50 per 16lb bag delivered to your booth. He will remain on site during the festivities. Contact him at 404-825-9257 for restocking. He will be located in the Food Court area.

Power: If you ordered electricity, please bring extension cords to connect to the power source.

There are no containers for grease or gray water disposal. You must bring your own.

Containers for disposal of boxes will be provided.

A water tap will be available.

Important Notes

- Only those food items stated in your contract may be served. A copy will be on site in the event of any discrepancies. There may be a limited amount of duplication in food items. If you have concerns, please contact Mike Schube at 770-235-7152 or Cindy Flynn at 678-427-6450. Vendors who attempt to sell unauthorized food items will be required to stop selling those items.
- All prices must be clearly posted.
- Please refrain from playing music from your set up.
- For any other specifics, please refer to your contract.

SECTION 3: CHILDREN'S VENDOR INSTRUCTIONS

After checking in, please proceed to the Load-in entrance on N Main St. at Morningside Drive. The Kidz Zone of Acworth Art Fest is at the corner of N. Main St. and Morningside Drive.

Mystical Parties, The Sand Art Cart, Acworth Library, Road Trip Home Animal Rescue and Big Shanty Art Station will set up inside of Frana Brown Park and can access the area from the rear of the park in the Regions Bank parking lot.

VENDORS must have their vehicles removed from the area by 10:00AM. **No** set-up is allowed Friday night except for Big Shanty Art Station due to street closure restrictions.

Parking

After unloading, please move your vehicle to the exhibitor parking lot at Roberts School, 4681 School St. It will be a very short walk back to the Kidz Zone. Do **not** leave your vehicle parked in the Regions Bank parking lot on Saturday, as the bank will be open for business.

When you return Sunday, please park in the Post Office or the Regions Bank parking lots, which are adjacent to Frana Brown Park.

Services

There is NO power source in the Kidz Zone.

Port-a-potties are located just outside of Frana Brown Park.

Important Notes

- All prices must be clearly posted.
- Please refrain from playing music from your set up.
- For any other specifics, please refer to your contract.