

Welcome and Hey Y'all!

Dunwoody Art Festival 2018 Exhibitor/Vendor/Entertainer/Non-profit Group Instructions

Hours of Operation: Saturday, May 12 from 10:00 AM to 6:00 PM and Sunday, May 13 from 10:00 AM to 5:00 PM.

Check-in and Set-up – Saturday, May 12

Set-up is on Saturday morning only from 5 AM to 9 AM, due to street closing restrictions. Exhibitors/Vendors must be checked in by 8:30 AM 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 AM.

All Exhibitors/Vendors who ARE NOT located in the Food Court should check in at the Exhibitor Check-in tent located on the side of Renasant Bank, 1449 Dunwoody Village Pkwy. See the attached map. Please access this area through the parking lot of Dunwoody Village Shopping Center, as Dunwoody Village Pkwy will be closed to vehicular traffic. A Festival volunteer will then provide you with your packet and direct you to your booth space to unload. Please pull as closely to your booth as possible to allow other vehicles to pass. Volunteers will be on hand to help you unload your vehicles, as space is limited and your vehicles must be moved quickly to your assigned parking area before you begin to set up your booth.

All Food Court vendors should check in at the Food Court. Food Court Vendors booth numbers will begin with FC on the booth assignment list. Upon arrival, please enter Dunwoody Plaza Shopping Center from Dunwoody Village Pkwy by Enterprise Car Leasing. Dunwoody Village Pkwy will be closed on the south end at Mt. Vernon Rd. so you'll need to enter from Chamblee Dunwoody Rd. See the attached map. Once you enter the shopping center, proceed straight towards Village Burger. Mike Schube will be on hand to show you to your booth location. Food vendor parking will be close by. If you will have additional employees who will be driving a separate vehicle, please have them park in the Exhibitor Parking Lot "A", located at Coldwell Banker, 5591 Chamblee Dunwoody Rd. It will be a short walk back to the Food Court.

Entertainers should check in at the Food Court. Upon arrival, please enter Dunwoody Plaza Shopping Center from Dunwoody Village Pkwy by Enterprise Car Leasing. Dunwoody Village Pkwy will be closed on the south end at Mt. Vernon Rd. so you'll need to enter from Chamblee Dunwoody Rd. See the attached map. Once you enter the shopping center, proceed straight towards Village Burger. Pull through the barricades behind Village Burger and park to unload. You may remain parked there as long as you are still performing. Parking is very limited in this area so you will need to move your vehicle after your performance so arriving entertainers will be able to park and unload. The Exhibitor Parking lot is located at Coldwell Banker, 5591 Chamblee Dunwoody Rd. It will be a short walk back to the stage.

We ask that all entertainers check in at the stage NO LESS THAN 30 MINUTES PRIOR TO YOUR SCHEDULED PERFORMANCE, DEPENDENT ON THE AMOUNT OF TIME NECESSARY FOR UNLOADING AND PARKING. PLEASE PRINT YOUR ENTERTAINER PASS AND PRESENT TO ENTER THE AREA.

Check-in Packet

Upon arrival at the check-in booth, you will receive a ZONE CARD and MAP SHOWING YOUR BOOTH LOCATION. You must check in before proceeding to your booth.

- 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 Festival. 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 left-hand corner of your tent (facing your tent). PER REQUEST OF THE DUNWOODY POLICE DEPARTMENT.
- 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 and Food Vendors 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. DeKalb County is 8%.

Displays

Displays should be professional and aesthetically pleasing. If your booth is located on Dunwoody Village Parkway (DVP), please be aware that all booths back up to a sidewalk and customers may be walking both in front of and behind your booth. All booth spaces on Dunwoody Village Pkwy are thirteen feet wide and will allow for storage between the booths. DO NOT block the sidewalks behind your booths and DO NOT place boxes or other items on the landscaping between your tent and the sidewalk.

Exhibitors must provide their own means of display, which should be sufficiently sturdy to withstand weather and large crowds. Each Exhibitor/Vendor 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 artists' work must be hand-made by the artist. No wholesale or buy-sell merchandise is allowed at Dunwoody Art Festival.

Tent Set-up

Tents may not be staked and must have concrete weights or heavy sand bags. Weights should rest on the pavement and not dangle. Do not use water jugs, as they do not provide enough weight. **IF YOUR TENT HAS A FRONT AWNING, DO NOT EXTEND IT UNTIL ALL EXHIBITORS HAVE UNLOADED. The aisle way will be very narrow and awnings will make it difficult for vehicles to get through to unload.**

Parking

Two parking lots (A & B on the attached map) have been reserved for Exhibitor/Vendor parking. Parking in the lots is on a first-come, first-served basis. Upon check-in, you will receive a Zone Card, which will be your parking pass. For those bringing multiple vehicles, please plan 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. Exhibitor Parking A is located at 5591 Chamblee Dunwoody Road (behind Coldwell Banker). A shuttle will run only during setup and breakdown hours and will drop off and pick up at the Shuttle drop off location in the Dunwoody Village Shopping Center as indicated on the Festival map. Exhibitor Parking B is in Dunwoody village Shopping Center. Follow the Exhibitor Parking signs.

Exhibitors and their employees/helpers who will arrive after setup should plan to park at the off-site shuttle lot located at the City of Dunwoody offices, 4800 Ashford Dunwoody Road and take the shuttle, which will run from Saturday 9:45 AM to 6:30 PM, Sunday 9:45 AM to 5:30 PM.

Handicap Parking

Handicap parking is located west of the Kidz Zone. However, lot B may be closer. Handicap Parking tags/decals are required to park in the Handicap Parking lot and handicap parking designated spaces.

RV Parking

Overnight parking for self-contained RV's will be at Parking Lot A in Dunwoody Village Shopping Center by Dunwoody Prep, 5493 Chamblee Dunwoody Rd from **6PM Friday night** to 9AM Monday morning. It will be just a short walk to your booth. If you arrive prior to 6PM Friday, you may have difficulty finding a parking space, as school will still be in session.

Services

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

Lost & Found and First Aid are located at the Art Festival headquarters tent in the Renasant Bank parking lot (Saturday, 5 AM – 6 PM, Sunday, 11 AM – 6 PM). ATMs are available at all of the banks lining Dunwoody Village Pkwy and within the Festival area. Port-a-potties are located near the Food Court by Village Burger.

Ice: **Perry Eidson** with Stone Mountain Ice will be servicing all vendors with ice beginning Saturday morning. Perry will contact you prior to the Festival to get an estimate of your needs. Food vendors, per your contract, you are required to purchase your ice from them. The price is \$3.50 per 16lb bag delivered to your booth. Perry will remain on site. Contact Perry at 404-825-9257 for restocking. He will be located adjacent to the food court area.

Grease Disposal: Grease disposal containers will be available near the food court.

Gray Water: Gray water containers will be available near the food court.

Dumpsters: Dumpsters will be located on the south side of Village Burger. A recycle container for boxes will also be available. Please break down boxes prior to placing them in the container.

Hand Washing Stations: Hand washing stations will be available next to each bank of port-a-potties.

Water Source: Tap water will be available on the exterior of the Village Burger shopping center behind Enterprise Leasing.

Food Vendor 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. Vendors who attempt to sell unauthorized food items will be required to stop selling those items.
- Unless specified otherwise in your contract, you are responsible for your own setup and tent.
- All prices must be clearly posted.
- Please refrain from playing music from your set up.
- For any other specifics, please refer to your contract.

Security

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

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. Artist Market coupons may be redeemed inside of Renasant Bank during the weekend.

Other

All Exhibitor Rules of Etiquette

We love all of our artists, sponsors, vendors and non-profit groups. 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, unless you are the authorized face-painter vendor, please do not bring a face painter to participate in your booth, as it is a conflict with the face-painting vendor in the children's activities area. We appreciate your cooperation!

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.

Restocking Sunday

Exhibitors should proceed directly to their assigned parking area. Please plan to arrive at your booth no later than 9:30 AM. Many attendees arrive before 10 AM, so you are encouraged to arrive earlier to open. If you need to **restock, you will need to carry your items in. The road will be too narrow to accommodate vehicles.** Please display your Zone Card in your windshield.

Breakdown

Please keep your booth open until 5 PM on Sunday. At close of the Festival, you must break down your booth prior to moving your car from your parking area to the loading area. A volunteer will issue a **Loading Ticket to each Exhibitor** once your tent is dismantled and you are packed. **Move your inventory and dismantled tent to the sidewalk behind your booth space to prevent vehicles from damaging them while you retrieve your vehicle.** In the event of rain, you may keep your tent up until you retrieve your vehicle. You must proceed through the entry point where you entered Saturday morning. Please note that for safety purposes, no vehicles will be allowed onto the street until 5:30 PM or until the crowds have thinned sufficiently. Volunteers will be on hand to assist you in loading your vehicle. Please note that Sunday is Mother's Day so there may not be an abundance of volunteers available to help you. We will do our best to make sure you get the assistance you need. **All booths must be removed from the street by 8 PM Sunday.**

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 the Art Festival, please let us know by calling 470-342-5797 or 678-427-6450. This event will happen rain or shine.

Inclement Weather

Although Dunwoody Art Festival will happen rain or shine, if weather happens during the weekend that would be considered life threatening or dangerous, or would cause a disruption in the schedule, we have set up a text messaging system to notify you. You will need to opt in to this service by texting to 84483 the message DunArtFest. This will enable you to receive messages from us regarding inclement weather. After the event, your information will be purged from the system.

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. Neither Splash Festivals, Inc. nor its agents or representatives will be responsible for any injury, damage or loss that may occur to the Exhibitor/Vendor, their agents or representatives or his or her property, regardless of the cause. Exhibitors should obtain, at their own expense, any insurance they deem necessary.

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

Entertainers should contact Lee Gamble, Lee_Gamble@bellsouth.net or 678-596-4180.