

WELCOME!

We are so glad that you are joining us!

Norcross Art Splash & Wine Festival 2018 Exhibitor Instructions October 6 & 7, 2018

**Festival Hours of Operation: Saturday, 10:00AM to 6:00PM and Sunday, 11:00AM to 5:00PM
Wine Tasting Hours: Saturday, noon to 4PM and Sunday, 12:30PM to 4:30PM**

We are delighted that you will be joining us in downtown Norcross this year! If you've been a part of the festivities in the past, please be sure to read the following instructions carefully. Many changes have occurred, including set up times, locations and parking. We've added the new wine tasting venue and reorganized the Festival layout. The attached Festival map gives a better view. The detailed map shows your specific booth location. Please read carefully.

Check-in and Set-up – Saturday, October 6, 5:00AM to 8:30AM

Set-up for **artists, sponsors, non-profit groups and food vendors** is on Saturday morning only, due to street closure restrictions. Everyone 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. If your booth is located in Thrasher Park, you may set up Friday afternoon or evening. Please note your location on the attached map.

For check in, Enter 271 Thrasher St. in your GPS. Due to street closings, you'll need to approach from the south end at Autry St. Follow the signs to Exhibitor Check-in. Upon arrival, volunteers will provide you with your packet and direct you to staging.

Once you are checked in, you'll unload and move your vehicle to your assigned parking area before you begin to set up your booth. Follow the signs to Exhibitor Parking. If you are located in the off-site lot, 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 & Wine Festival 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 processes.
- 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 from 10AM to 6PM Saturday and noon to 5pm Sunday.
- 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 sales 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

Parking for festival patrons and participants is limited. In order for the patrons to be able to park closer in and be able to carry their purchases to their vehicles without riding a shuttle, we ask that you do not park in any public parking areas. The new layout of the event creates new opportunities for patron parking and *your* success depends on them being able to conveniently park in these spaces.

Exhibitor parking is now located at Hopewell Baptist Church, 182 Hunter 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. When you arrive Sunday morning, please park in your designated area, as church services will be held. We do not want to interfere with their members' ability to park conveniently to the building entrances.

Shuttles will run continuously from Hopewell Baptist Church from 5am to 7pm Saturday, and 9am to 6:30pm on Sunday. Patrons will also be parking here and using the shuttle. The shuttle will pick up and drop off at the top end of Thrasher Park near North Peachtree St.

If your booth is located in spaces S69 through S103 (odd numbers only), you may park behind your booth.

Handicap parking is located **on** Wingo St. and at City Hall in properly marked spaces for vehicles that display the handicap tag.

RV parking is also located at Hopewell Baptist Church, 182 Hunter St.

Services

Headquarters/First Aid/Lost and Found

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. Restrooms are located in the Hospitality Suite and throughout the Art Splash venue.

Ice

Perry Eidson of Stone Mountain Ice will be available for ice delivery to your booth beginning at 7am Saturday. He will remain on site throughout the festival. You may reach him at 404-825-9257.

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.

Recycling/Waste Disposal

Recycle containers for plastic bottles, aluminum 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.

Hotel

Hotel accommodations for Norcross Art Splash & Wine Festival have been arranged through the Hampton Inn Peachtree Corners, 440 Technology Park, Peachtree Corners. Please call 770-729-0015 and ask for the Norcross Art Splash Artist Room Block. September 5 is the last date to book to receive the special rate of \$82/single or \$85/double.

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.

Food Vendor Coupons

Food vendors who receive any of these at the Festival may redeem them for cash from Mike Schube at the end of the event. You may reach him at 770-235-7152.

Gift Certificates

Artists who receive any of these may redeem them for cash at the Headquarters tent in Thrasher Park next to the pavilion.

Wine Tasting Tent

The wine tasting venue is new to Norcross Art Splash this year. It is a ticketed venue and you must be 21 to enter. Over 50 wines will be available for tasting for \$35(advance), \$55 (day of) for each two-hour period in a large tasting tent in the parking lot of The Crossing Steakhouse. If you are interested in purchasing tickets, you are strongly advised to purchase online at www.freshtix.com/events/norcross-art-splash-and-wine-festival, as we expect tickets to sell out before the event.

Other

Exhibitor Rules of Etiquette

We love all of our participants in the Festival! 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 [470-342-5797](tel:470-342-5797). 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.

Pets/Animals

All animals must be kept on a leash. If you need to take your pet for a break, there are pet waste receptacles next to Woods Animal Clinic on Thrasher St. at Park Drive (across from Thrasher Park). Animal rescue groups who bring dogs should be sure to keep them away from artist and sponsor booths unless specifically invited by a person in the booth.

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. Food vendors on Jones St. may restock through the barricaded end on Jones St. at Lawrenceville St.**

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 North Peachtree St. and Park Dr. to Hopewell Baptist Church to retrieve your vehicle back. You must proceed through the check-in point where you entered Saturday morning on Thrasher St. 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. In the event of rain, you may keep your tent up until you retrieve your vehicle.

Food vendors located on Jones St. may load from the adjacent parking area by the barricade at Lawrenceville St.

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 nor the City of Norcross 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 & Wine Festival 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) 470-342-5797 (C) rdemetrius72@aol.com

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