

WELCOME!

We are so glad that you are joining us!

Johns Creek Arts Festival 2018 Exhibitor Instructions

Hours of Operation:

Saturday, October 20, from 10:00AM to 6:00PM

Sunday, October 21, from 10:00AM to 5:00PM

Check-in and Set-up:

Friday, October 19, Check-in and unloading from 10am to 4pm. Friday afternoon traffic is usually very heavy in the area. Please plan to arrive well before 4pm. You will not be able to check in after this time.

Saturday, October 20, Late Check-in is 7am to 8am.

All booths must be set up and open by 10am.

Please note that if you check in Saturday morning, depending on your booth location, you **may not** be able to bring your vehicle to your booth to unload and may have to carry your items from the exhibitor parking area to your booth. We will do our best to accommodate you.

Location: In your GPS enter 1930 Bobby Jones Dr., Johns Creek, GA (Atlanta Athletic Club). The festival will be held in the fields **directly across** the street from the Atlanta Athletic Club. **Do not turn into the Atlanta Athletic Club.** Follow the signs to Exhibitor Check-in.

Check-in Packet

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

- A map of the 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 the festival in order to expedite the unloading, parking, restocking and loading process.
- Artist 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 access the Hospitality Suite.
- Hospitality Suite phone number. This number is for you to contact the Hospitality Suite if you need assistance. Booth sitting services will be available.

After check-in, you'll be able to drive up to your booth to unload. All vehicles must be removed from the unloading area by 5pm Friday.

Displays

Displays should be professional and aesthetically pleasing. Unless you have specifically ordered a tent through Splash Festivals, 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 12' wide). Your booth should not interfere with your neighbor's space.

Tent Set-up

Staking of tents is allowed. All spaces are on grass. If you use weights, they should rest on the ground and not dangle. Each weight should be at least 40lbs per tent leg. 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 on Friday.

Parking

Exhibitor parking is located within the festival area. Your assigned area is based on your booth location and by design will make it easier for you to park and then be able to approach your booth Sunday evening to load. Artist and Sponsors will park in lots A or B. Please refer to your booth assignment listing to find your area.

Services

Security

The City of Johns Creek Police Department will provide overnight security of the festival premises on both Friday and Saturday evenings. All exhibitors are required to secure their tents to deter theft.

RV Parking

Overnight parking for self-contained RV's will be on the festival grounds. Please arrive prior to 4pm Friday, October 19.

Other Amenities

Lost and Found and First Aid are located at the festival headquarters tent located where you checked in Friday or Saturday (Saturday, 9:00AM - 6:00PM, Sunday, 10:00AM - 5:00PM). ATMs are located in the Food Court. Restrooms are located behind booths 15-31 and across from the Kidz Zone. Please refer to the map.

Hospitality

A special hospitality area has been set up for all exhibitors at the Headquarters/exhibitor check-in tent. We will provide coffee, water and snacks both days. Please be sure to show your identification badge, which will be in your check-in packet.

Booth-Sitters (artists and sponsors only)

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 11am to 2pm both Saturday and Sunday.

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). ***Water will be available on site, but it is not convenient. You may want to bring your own.***

Trash Disposal

Recycle containers for bottles, cans and paper are located next to each waste container. Please dispose of any boxes or food to be discarded in the dumpsters, which will be located behind the port-a-potties behind the first row of booths. A grease barrel will also be available. Do not discard grease on the ground.

Recycling

Recycle containers for bottles, cans and paper are located next to each waste container. Empty boxes should be taken to the recycling trailer behind the port-a-potties by booths 17 through 29.

Other

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, 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 470-342-5797. We appreciate your cooperation!

Smoking Policy

We ask that if you must smoke, please take a break and visit the designated Smoking Area near the port-a-potties on the far west side of the festival area.

Food Vendor Coupons

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

Fire Marshall Inspection

The Johns Creek Fire Marshall will be inspecting food vendor set ups on Friday, October 19, or Saturday morning October 20. If you will have open flame cooking, an ABC type fire extinguisher will be required. If you will be frying, a K type fire extinguisher will be required. **You must have a flame-certified tent.** Propane cylinders must be secured to prevent being knocked over. Grills must be placed a minimum of ten feet from your tent or adjacent tent. Sufficient room will be provided adjacent to your tent for grilling if you have indicated you will bring a grill. Do not encroach or cross over the power cords that may run behind your booth. All tents must be staked or properly weighted.

Restocking

If you need to restock Sunday morning, please arrive between 9am and 9:30am at the barricades at the festival entrance. Your Zone Card will be required for entry. **For security reasons, do not attempt to access your booth from another location.**

Load-out

Please keep your booth open until 5:00PM on Sunday. At the close of the festival, you must break down your booth prior to moving your car from your parking area to the loading area. In the event of rain, you may keep your tent up until you bring your vehicle. Even numbered booths should access their booths in the middle of the two rows of tents. Odd numbered booths will access their booths from the outside ring of booths. Most exhibitors will be able to pull directly behind or in front of their booths to load. All booths must be removed from the festival grounds 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 participating in this Festival, you agree that neither Splash Festivals, Inc., the City of Johns Creek, the Atlanta Athletic Club, nor their agents or representatives will be responsible for any injury, damage or loss that may occur to the exhibitor or vendor, their agents or representatives or his or her property, regardless of the cause. Exhibitors and vendors should obtain, at their own expense, any insurance they deem necessary.

Inclement Weather

In the event of weather that could be considered life threatening, dangerous or of concern, we will notify you through our text messaging system. To receive the messages, you must first opt in. Text JCARTFEST to 84483. The service is free, but text-messaging rates may apply depending on your individual 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 Johns Creek Arts Festival, please let us know by calling 770-452-1727 or 678-427-6450. This event will happen rain or shine.

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