



WELCOME!

We are so glad that you are joining us!

**Brookhaven Cherry Blossom Festival 2019
Artist, Sponsor and Children's Vendor Instructions**

Hours of Operation:

Saturday, March 30:

10:00AM to 6:00PM Artist Market artists, sponsors and food vendors in artist market

10:00AM to 7:00PM Food vendors in the Food Court

10:00AM to 6:00PM Kidz Zone

11:00AM to 4:00PM Pet World

Sunday, March 31:

10:00AM to 5:00PM Artist Market artists, sponsors and food vendors in artist market

10:00AM to 6:30PM Food vendors in the Food Court

10:00AM to 5:30PM Kidz Zone

12:00PM to 4:00PM Pet World

Check-in

Friday, March 29: Check-in and unloading from noon until 6pm. Friday afternoon traffic is usually very heavy in the area. Please plan to arrive well before 5pm. All participants must check in Friday to receive their packets which will contain their parking passes for the weekend. Parking will be at an off-site lot with shuttles running regularly. See specific parking instructions below.

To check in: In your GPS enter 3493 Ashford Dunwoody Road, Brookhaven, GA 30319. Follow the signs to Exhibitor Check-in or Food Vendor Check-in (at the main entrance which is the southernmost entrance on Ashford Dunwoody Rd).

Saturday, March 30: Late Check-in is 7am to 8am for the Artist Market only. Please note that due to entertainer trailers and equipment that will be blocking the road, Artist Market vendors will have to enter the market at the main Artist Market entrance (2nd entrance to Blackburn Park) on Saturday. If you are arriving on Saturday to unload, you must let us know in advance so we can be prepared to get you in. Space will be tight to unload and turn around. If you have a trailer, you are strongly advised to arrive Friday. All booths must be set up and open by 10AM Saturday. We HIGHLY recommend setting up Friday.

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 and loading process. Your Zone will determine your parking area. KZ is Kidz Zone, FC is Food Court and Stage, PW is Pet World. See specific instructions below.
- Artists, Sponsors and Vendors 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 from 11am to 3pm Saturday and Sunday.

Load-in

Artist Market Load-in: Once you have checked in, you'll be directed to your booth to unload. Once unloaded, please move your vehicle to the Exhibitor Parking area before you begin to set up so you do not cause excessive delays for other exhibitors who need to access their booth locations.

Kidz Zone and Pet World Load-in: Once you have checked in, you'll be directed to your booth to unload.

Parking

There is no on-site parking for participants in the Artist Market. Parking will be located at Murphey Candler Park, 1551 West Nancy Creek Drive. A shuttle will run Friday from noon until 7pm, Saturday from 8am to 7pm, Sunday from 9am to 8pm. Parking will be available on both sides of the lake, so look for the Exhibitor Parking signs. Shuttle buses will pick up and drop off at the new main entrance to the event which is by the pavilion in Blackburn Park.

Parking for Kidz Zone Participants: Parking for most Kidz Zone vendors will be in the paved lot off Donaldson near where you unload. Parking passes will be required and are limited to two per booth.

Parking for Pet World Participants: Your assigned parking area is the area behind the ballfield backstops (near the restroom building) on Ashford Dunwoody Rd./Johnson Ferry Rd. Enter through the small street just to the left of Jo's Restaurant. You must show your parking pass to be allowed entry on Saturday and Sunday.

RV Parking

Overnight parking for self-contained RV's will be in Exhibitor Parking at Murphey Candler Park.

Set-up

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. Your booth should not interfere with your neighbor's space.

Tent Set-up

Staking of tents is not allowed (the park has sprinkler systems). Weights 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. March can be windy, so please come prepared! If you ordered a tent through us, it will be set up for you on Friday morning and will have the necessary weights.

Inspections

The City of Brookhaven Fire Marshall will be inspecting vendor set ups on Friday, March 29, or Saturday morning March 30. Please note the following:

- Tents must be properly weighted with a minimum 40 lbs per tent leg

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.** Also, please refrain from bringing a face painter or temporary tattoos as activities in your booth, as it is a conflict with the face painting vendor. Beverages may only be sold or given away by contracted food 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](tel:470-342-5797). We appreciate your cooperation!

Services

Ice

Perry Eidson of Stone Mountain Ice will be available for ice delivery to your booth beginning at 8am 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 not be available on site, so please bring your own source for cooking and cleaning.***

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 off Donaldson Drive at within the entrance to the community garden. Grease must be taken with you for proper disposal.

Security

The City of Brookhaven 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.

Smoking Policy

We ask that if you must smoke, please take a break and visit the designated Smoking Areas near the port-a-potties.

Other Amenities

Lost and Found and First Aid are located at the Brookhaven Police Command Post near the main entrance to the Festival (Saturday, 9:00AM - 7:00PM, Sunday, 9:00AM - 7:00PM). ATMs are located in the Food Court. Restrooms are located throughout the venue. Please refer to the map.

Hospitality

A special hospitality area has been set up for all artists, sponsors and vendors in the Artist Market just outside of the Artist Market behind booth numbers 1 through 10. We will provide water and snacks both days. To enter, please be sure to show your Artist, Sponsor or Vendor 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 3pm both Saturday and Sunday.

Sunday, March 31

You should proceed directly to your assigned parking, so that you'll have time to open your booth by 10am.

Restocking

If you need to restock Sunday morning, bring your vehicle to where you checked in Friday afternoon (by the Tennis Center Building).

Load-Out

Please keep your booth open until closing of your area as indicated above for Operating Hours. on Sunday. At the close of the Artist Market, you must break down your booth and have your tent dismantled prior to moving your car from your parking area to the loading area. NOTE: YOU WILL NOT BE ABLE TO BRING YOUR VEHICLE TO YOUR BOOTH BETWEEN 5:45PM AND 6:15PM DUE TO HEAVY PEDESTRIAN TRAFFIC AFTER THE FINAL CONCERT. VEHICLE TRAFFIC WILL RESUME AFTERWARDS. A volunteer will issue you a Loading Pass, which will be required to bring your vehicle into the market to load AT THE MAIN ENTRANCE TO THE ARTIST MARKET, NOT THE SOUTHERNMOST ENTRANCE. Please note the change in load-out flow from load-in. In the event of rain, you may keep your tent up until you bring your vehicle. All booths must be removed from the Festival grounds by 10:00PM Sunday. Catch the shuttle to Exhibitor Parking where you were dropped off Saturday. It will run until 8pm.

All participants of Pet World and the Kidz Zone should load out through their assigned parking areas. If you need to bring your vehicle closer to your booth location to load, do not attempt to enter the park to load until after 7pm.

Important Details

Liability

Splash Festivals, Inc. and the City of Brookhaven 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 Brookhaven, 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 BCBFEST 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 Brookhaven Cherry Blossom Festival, please let us know by calling 470-342-5797 or 678-427-6450. This event will happen rain or shine.

Questions

If you have questions prior to or during the Festival, please contact:
Frances Schube at 470-342-5797, rdemetrius72@aol.com
Cindy Flynn 678-427-6450, splashfestivals@gmail.com