

## Acworth Art Fest 2021 Exhibitor/Vendor Instructions



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

We are overjoyed to be bringing back Acworth Art Fest! The pandemic put all of us into a tail-spin but now we are ready to soar to new heights! We are beginning our ascent cautiously, and will be practicing CDC recommended safety guidelines. So, some things will be different as we start to get our wings back.

#### Safety First

The reopening of events where crowds can be expected is still risky with the possibility of contracting or spreading COVID-19. Everyone who participates or attends is knowingly and willingly taking this risk. Those who are uncomfortable should stay home. If you are one of these, please let us know ASAP, so we may have the chance to fill your spot. If you are participating:

- You must wear your mask at all times.
- Six feet distancing is being asked, so you should be prepared to limit the number of people in your booth at any time.
- You are required to bring your own hand sanitizer, gloves, paper towels, etc.
- Attendees are being asked to but cannot legally be required to wear masks to attend.
- You may ask any customer to wear a mask, use hand sanitizer or wear gloves as you see fit to handle your product.
- Our famous Hospitality Suite will be limited to indoor restrooms, bottled water and booth-sitting (11am to 3pm both Saturday and Sunday). We will bring you a "goodie bag" after set up Saturday morning.

## Check-in

The check-in time and location has been changed. **Check-in begins at 6am Saturday until 9am.** You will check-in on Morningside Drive. Google 4590 Morningside Drive (Regions Bank) for GPS directions. Follow the signs to check-in. If you need more time to set up, please email us for more instructions. The road closes at 5am.

Upon arrival, you will receive a parking pass for your windshield and booth placard for you to affix to the outside of your booth. You will not receive a name badge, so if you have one, you may want to bring it. Volunteers will then direct you to your booth to unload. Lots of volunteers will be on hand to assist you.

During setup, coffee and bagels will be for sale on Main Street.

## Parking

### Exhibitor Parking

Exhibitor parking will be located at Roberts School (4681 School St.), which is within easy walking distance of the Art Fest. A shuttle will run from 6AM to 10 AM Saturday morning, and on the hour every hour afterwards and will drop off in front of City Hall. It will resume Sunday morning at 9 AM to and will run at the top of the hour throughout the day until all exhibitors have departed the parking lot.

### Food Vendor 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 load out Sunday evening.

### Kidz Zone Parking

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

## General Information

### 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!

### Hotels

Although we have not reserved block rooms this year for Art Fest, rates right now are very competitive. We recommend either Fairfield Inn Acworth (770-917-9458) or Best Western Acworth (866-238-4218).

### Sales Taxes

The Georgia Department of Revenue requires that you file the attached report with them within three days of the event. We will not have additional copies on site, so please be sure to print a copy.

## **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.

## **Services**

### **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 6:00AM Saturday to 6:00PM and Sunday from 10:00AM to 5:00PM. ATMs are located at Regions Bank. Restrooms are located in City Hall, on Dallas St. next to Henry's, and in the Kidz Zone.

### **Ice**

**An ice vendor has not been secured as of now. If you require ice, please be prepared to bring your own.**

### **Power**

Unless previously approved, we do not allow separate generators to be utilized. If you did not order electricity, please let us know ASAP, as it will only be available in one location. If you ordered electricity, please bring 100ft. extension cords to connect to the power source. There is no power in the Kidz Zone.

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

**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 Cindy Flynn at 678-427-6450. Vendors who attempt to sell unauthorized food items will be required to stop selling those items.
- EPA approved disinfectant, disposable gloves and mask-wearing are required. No common condiments may be dispensed. Eating utensils must be individually wrapped.
- All prices must be clearly posted.
- Please refrain from playing music from your set up.
- For any other specifics, please refer to your contract.

## **IMPORTANT DETAILS**

### **Booth Assignments**

Booth assignments will not be sent until we get closer to the show.

### **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. After the event, your information will be purged from the system.

### **Refunds/Cancellations**

All fees are non-refundable. No refund will be issued due to inclement weather. No refunds are issued for cancellations. If the event is cancelled due to COVID-19, your fees are refundable and transferrable to other Splash Festivals shows in 2021. 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](mailto:rdemetrius72@aol.com)

Cindy Flynn 678-427-6450 (C) [splashfestivals@gmail.com](mailto:splashfestivals@gmail.com)

### **Sunday, April 11**

You should proceed directly to the Exhibitor parking area at Roberts School. Shuttles will run from 9am to 10am Sunday morning and every hour on the hour. Please plan to arrive at your booth no later than 9:30AM. Many attendees arrive before 10AM 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 9:00AM. Access this intersection from Center Street., 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.

### **Load-out**

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 checked in. 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 5:15PM 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. **Due to changing weather conditions, these instructions may change. Be sure to opt in to the emergency text messaging system as instructed above.**