

Dunwoody Art Festival 2021 Exhibitor/Vendor Instructions



A Splash Festivals Event

Dunwoody Art Festival 2021

May 8 & 9 ★ **Saturday, 10am-6pm**
Sunday, 10am-5pm

★ **Now in Brook Run Park**

- 135 National and Regional Artisans
- Festival Cuisine • Creative Kids Activities

★ Masks are required. • We ask that you maintain proper social distancing during the Art Festival. • If you are feeling unwell, please stay home.

www.SplashFestivals.com

To Volunteer: www.splashfestivals.com/2021dunwoodyartfestival  @DunwoodyArtFestival

Art by Karla Schuster

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

Festival Hours of Operation

Saturday, May 8 10am to 6pm

Sunday, May 9, 10am to 5pm

Link to Festival Overview Map: <https://www.eventeny.com/events/map/?id=653&mid=684>

We are overjoyed to be bringing back Dunwoody Art Festival! The pandemic tightened all of our leashes, but now we are ready to get out and play! Brook Run Park is the perfect location to be able to spread out and allow for social distancing, and we'll be practicing CDC recommended safety guidelines. In fact, MASKS ARE REQUIRED IN THE CITY OF DUNWOODY. So, some things will be different as we venture out. But, we are so eager to go, we're happy to comply.

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.

- Masks are required by all attendees and participants.
- You are encouraged to use a touchless payment system or sanitize the surfaces frequently.
- Our famous Hospitality Suite will be limited to bottled water and booth-sitting (11am to 3pm both Saturday and Sunday). We will bring you a “goodie bag” after setup Saturday morning.

Check-in

- **Check-in begins at 10am, Friday May 7.** Vehicles will be allowed in for setup until 6pm, Friday evening. Late check in will be Saturday morning from 7am until 9am.
- Upon arrival, you will receive a parking pass for your windshield and booth placard (artisans only) 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 location to unload. There will not be any unloading volunteers (that we are famous for and you have grown to love), as it is Friday and a lot of folks will still be at work. Be prepared to dolly your items if your booth is on grass.
- Georgia Grown members in the Pavilion and food vendors in the Food Court should check in via Barclay Drive, which is the next street south of Georgia Way on North Peachtree Rd. Follow the signs to check-in. Friends of the Dunwoody Library will also check in here.
- Artists, sponsors, children’s activity vendors and food vendors not assigned to the Food Court will check-in on Georgia Way, which is the main entrance of Brook Run Park, 4770 North Peachtree Road, Dunwoody, GA 30328. Follow the signs to check-in.

Setup

No staking is allowed. Please bring weights equal to 40lbs per tent leg. Georgia Grown members in the open pavilion do not need to bring a tent. Your space is covered. Each member will have a picnic-style table that is 8’ long by 5.5’ wide, including the attached seating benches on each side. If you wish to bring your own table, you may push the existing table back out of the way.

Parking

Exhibitor Parking

Exhibitor parking will be located at Georgia State University: Perimeter College, 2101 Womack Dr., Dunwoody, 30338, which is at the corner of Tilly Mill Rd. and Womack Rd. Follow the Exhibitor Parking Signs to the designated lot. Several shuttles will be picking up at that area. RVs may also park in this lot. Shuttles will run on Saturday from 7am to 10am and 6pm to 8pm. Sunday, shuttles will run from 8am to 10am and again at 4pm to 8pm, or until all exhibitors vehicles are gone.

Trailer Parking

There will be limited trailer parking onsite and close to the artist market. It will be assigned on a first-come, first-served basis. All others should plan to park their trailers in the Georgia state University parking lot.

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!

Hotel

The Fairfield by Marriott, 1145 Hammond Drive, Atlanta, GA 30328 is our host hotel with competitive rates. The deadline to book your reservation is April 23. Call 770-350-0000 and ask for the Dunwoody Art Festival group rate.

Sales Taxes

The Georgia Department of Revenue requires that you file the Miscellaneous Event 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. The sales tax rate in Dunwoody is 8%.

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 Dunwoody Police Department will provide overnight security of Dunwoody Art Festival premises on Friday and Saturday evenings. All exhibitors are required to secure their tents to deter theft.

Headquarters/Lost & Found/ First Aid/Restrooms

Lost and Found and First Aid are located between the Food Court and Great Lawn, as indicated on the map. Restrooms are located in at the end of the pavilion.

Ice

An ice vendor will be on site and will deliver ice to your booth. The rate is \$3.50 for a 16lb bag

ordered in advance. Onsite orders will be at \$5 per bag. You may order as late as Monday, May 3 by emailing splashfestivals@gmail.com.

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 limited locations. If you ordered electricity, please bring 100ft. extension cords to connect to the power source.

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 Dunwoody Art Festival 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 DUNARTFEST. 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 Dunwoody Art Festival, 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 Dunwoody 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 Dunwoody Art Festival. We appreciate everyone's cooperation! Neither Splash Festivals, Inc., the City of Dunwoody 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 Dunwoody Art 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

Sunday, May 9

Restocking begins at 8am. Please arrive at the location where you checked in Friday morning. Show your parking pass and a volunteer will allow you through to unload. 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. The shuttle will end at 10am.

Load-out

Please keep your booth open until 5:00PM on Sunday. At close of Dunwoody Art Festival, you must break down your booth and tent prior to moving your car from the parking area to the loading area. A volunteer will issue you a **Loading Ticket** once you are packed. Then, after you have retrieved your vehicle, please arrive at the location where you checked in earlier. A volunteer will allow you through the barricade **if** you have your Loading Ticket.

For safety purposes, no vehicles will be allowed to re-enter the areas until 5:15PM or until the crowds have thinned sufficiently. 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 into the emergency text messaging system as instructed above.**