



WELCOME!

We are so glad that you are joining us!

Brookhaven Cherry Blossom Festival 2022 Load in Instructions for the Artist Market and Kidz Zone

Hours of Operation:

Saturday, March 26:

10:00AM to 5:00PM Artist Market

10:00AM to 6:00PM Kidz Zone

Sunday, March 27:

10:00AM to 5:00PM Artist Market

10:00AM to 5:30PM Kidz Zone

Check-in – Artist Market Artists and Sponsors

Friday, March 25: Check-in and unloading for the Artist Market is from 10am until 6pm. All participants will be assigned a load-in time and must check in Friday. Parking passes for the weekend will be issued at that time. 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 (at the main entrance which is the southernmost entrance on Ashford Dunwoody Rd).

Saturday, March 26: If you must check in Saturday, Late Check-in is 7am to 8am. Please note that you may not be able to unload at your booth, as entertainment equipment and trailers may be blocking access. All booths must be set up and open by 10AM Saturday. We HIGHLY recommend setting up Friday.

Check-in – Kidz Zone

Saturday, March 26: Check-in and unloading for the Kidz Zone is from 8am to 9:30am. You must be set up and ready to open by 10:00am. Access the Kidz Zone by Jo's Grill, 3464 Ashford Dunwoody Road. Proceed down the hill and look for Kidz Zone signs. Someone will check you in and show you your assigned space.

Check-in Packet

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

- 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. 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.
- Booth sitting phone number. This number is for you to contact the volunteer booth for booth sitting services. These 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. After unloading, 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. The shuttle will run from 10am until 6pm Friday.

Kidz Zone Load-in: Once you have checked in, you'll be directed to your booth to unload. You will be able to drive up to your booth, but please avoid the markers for sprinkler heads.

Parking

Artist Market Artists and Sponsors: Your assigned parking area is at Murphy Candler Park. Shuttle Hours: Friday, 10am to 6pm, Saturday 7am to 9pm, Sunday 9am to 9pm.

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

Kidz Zone Parking: Parking will be conveniently located on the unused softball field adjacent to the Kidz Zone. Access this field by Jo's Grill, 3464 Ashford Dunwoody Road. Proceed down the hill and look for Kidz Zone signs. Each exhibitor will be issued two parking passes.

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.

Kidz Zone displays must have prices posted. Otherwise, your service or product will be assumed to be free!

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 by the time you arrive and will have the necessary weights.

Inspections

The City of Brookhaven Fire Marshall will be inspecting vendor set ups on Friday, March 25, or Saturday morning March 26. Please note the following:

- Tents must be properly weighted with a minimum 40 lbs per tent leg
- No open flames will be allowed, including Sterno.

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 do not bring 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. We appreciate your cooperation!

Services

Ice

An ice vendor will be available onsite. You may purchase a 22lb bag for \$6 cash at the event. The ice truck will be located in the main food court area. You will need to pick it up.

Utilities

If you have paid for electricity, please bring your 100-foot heavy-duty electrical cord(s). Personal generators are prohibited by the Fire Marshal.

Trash Disposal

Please remove all of your trash at the end of the event and take it with you, including any plastic straps from your tent. The dumpsters are not conveniently located, and regular trash cans should only be used for disposal of food or beverage items.

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). Restrooms are located throughout the venue.

Booth-Sitters (artists and sponsors only)

If you need to take a quick break, please call the Hospitality Suite telephone number. 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 27

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.

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. A volunteer will issue you a Loading Pass, which will be required to bring your vehicle into the market to load. NOTE: Delays may occur with bringing your vehicle through and exiting due to heavy pedestrian traffic after the final concert ends at 6pm. 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 9pm.

All participants of the Kidz Zone should load out the way they loaded in earlier.

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