**Welcome and Hey Y’all!**

**Dunwoody Art Festival 2022 Exhibitor Instructions**

**Hours of Operation: Saturday, May 7 from 10:00 AM to 6:00 PM and Sunday, May 8 from 10:00 AM to 5:00 PM.**

**PLEASE NOTE THE NEW LOCATION FOR THIS YEAR: WE ARE MOVING BACK TO DUNWOODY VILLLAGE PARKWAY (DUE TO A SCHEDULING CONFLICT AT BROOK RUN PARK). Fortunately, this means we’ll be able to accommodate everyone who has requested to be on pavement, and everyone can unload at their booth!**

**Check-in and Set-up**

**All Exhibitors/Vendors** **should check in at the Exhibitor Check-in tent located on the side of Renasant Bank, 1449 Dunwoody Village Pkwy. See the attached map. Please access this area through the parking lot of Dunwoody Village Shopping Center, as Dunwoody Village Pkwy will be closed to vehicular traffic.**

Set-up will take place on Friday evening and Saturday morning. To ease congestion, artists who are bringing a trailer will load in Friday evening between 6pm and 9pm. These booth locations are on the east side of Dunwoody Village Pkwy (booths 1 through 71). Once you have checked in and unloaded, immediately remove your vehicle to the [designated parking area in the adjacent shopping center](https://www.eventeny.com/events/map/?id=1592&mid=1484). Do not begin to set up your tent until you have removed your vehicle! You may stay as late as you wish to set up.

**Saturday morning load in will begin at 6am until 8am for booths 71A through 154, K1-K3 and all food court vendors.** Each vehicle to unload will block the one behind it, so please plan to arrive at your designated time so you’ll be ahead of those scheduled after your arrival. You may not unload earlier than your designated time, unless all of the exhibitors ahead of you have unloaded. Do not set up your tent until you have moved your vehicle to Exhibitor Parking. See Parking notes below.

**Booth Assignments and Maps:** Two booth maps separate the festival. The [north map contains](https://www.eventeny.com/events/map/?id=1592&mid=1418) zones C,D,E, K and FC. The [south map contains](https://www.eventeny.com/events/map/?id=1592&mid=1417) zones A & B. Refer to the spreadsheet to find your zone and assignment.

**Check-in Packet**

Upon arrival at the check-in booth, you will receive a ZONE CARD. You must check in before proceeding to your booth.

* Everyone 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 enter the Hospitality Suite.
* Artists will receive a placard with their name and booth number. Please post this on the upper left-hand corner of your tent (facing your tent). PER REQUEST OF THE DUNWOODY POLICE DEPARTMENT.
* Artists and Sponsors will receive the Hospitality Suite phone number.  This number is for you to contact the Hospitality Suite if you need assistance. Booth Sitting services will be available.
* Artists and Food Vendors will receive a Georgia State Sales Tax Form.  This should be completed and mailed by you directly to the Georgia Department of Revenue within three days after the Festival. DeKalb County is 8%.

**Displays**

Displays should be professional and aesthetically pleasing.  If your booth is located on Dunwoody Village Parkway (DVP), please be aware that all booths back up to a sidewalk and customers may be walking both in front of and behind your booth. Booth space dimensions range from 13’ to 16’ wide. The booth map is color-coded with yellow designating 13’ centers, green is 14’ centers and pink being 16’ centers. For storage, be sure not to block the sidewalks behind you. The fire marshal will make inspections throughout the weekend to endure they remain clear.

Exhibitors must provide their own means of display, which should be sufficiently sturdy to withstand weather and large crowds.  Each Exhibitor/Vendor 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.  All artists’ work must be hand-made by the artist.  No wholesale or buy-sell merchandise is allowed at Dunwoody Art Festival.

**Tent Set-up**

Tents may not be staked and must have concrete weights or heavy sand bags of at least 40lbs per leg. Weights should rest on the pavement and not dangle. Do no use water jugs, as they do not provide enough weight. **IF YOUR TENT HAS A FRONT AWNING, DO NOT EXTEND IT UNTIL ALL EXHIBITORS HAVE UNLOADED. The aisle way will be very narrow and awnings will make it difficult for vehicles to get through to unload.**

**Parking**

Exhibitor Parking (including RV parking) is located at 5591 Chamblee Dunwoody Road (behind Coldwell Banker).

Shuttles will run Saturday from 6am to 10am, 6pm to 8pm, Sunday 8am to 10am and 5pm to 8pm and will drop off and pick up at the Shuttle drop off location in the Dunwoody Village Shopping Center as indicated on the Festival map. There will be no exhibitor parking in the Dunwoody Village shopping center nor any of the adjacent commercial lots. The shuttle lot is within walking distance to the festival.

Exhibitors and their employees/helpers who will arrive after setup should plan to park at the off-site shuttle lot located at the City of Dunwoody offices, 4800 Ashford Dunwoody Road and take the shuttle, which will run from Saturday 9:45 AM to 6:30 PM, Sunday 9:45 AM to 6:30 PM**.**

**Handicap Parking**

Handicap parking is located in Dunwoody Village shopping center by the shuttle drop location. Handicap Parking tags/decals are required to park in these spaces

**Services**

**Headquarters/Lost & Found/ATMs/Restrooms/First Aid**

Lost & Found and First Aid are located at the Art Festival headquarters tent in the Renasant Bank parking lot (Saturday, 5 AM – 6 PM, Sunday, 9 AM – 6 PM).  ATMs are available at all of the banks lining Dunwoody Village Pkwy. Port-a-Potties are located by Renasant Bank and on the side street

**Ice:** Ice will not be available for sale. However, Walgreens and Fresh Market are within the Dunwoody Village shopping center and will have it for sale.

**Grease and Gray Water Disposal:** Food vendors are responsible for removal and disposal of their grease and gray water.

**Power:** If you ordered power it will be live Saturday morning. Since power is located in one area, all of those spaces have been assigned to those who ordered it in advance.

**Dumpsters:** Dumpsters will be located at the south end of the food court. Please break down boxes prior to placing them in the container.

**Hand Washing Stations**: Hand washing stations will be available next to each bank of port-a-potties.

**Food Vendor 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. Vendors who attempt to sell unauthorized food items will be required to stop selling those items.
* Unless specified otherwise in your contract, you are responsible for your own setup and tent.
* All prices must be clearly posted.
* Please refrain from playing music from your set up.
* For any other specifics, please refer to your contract.

**Security**

The City of Dunwoody Police Department will provide overnight security of the Festival premises for both Friday and Saturday nights. All exhibitors are required to secure their tents to deter theft.

**Gift Certificates**

A limited number of gift certificates for volunteers will be in circulation. These may be redeemed for cash by the artist by following the instructions on the gift certificate.

**Other**

**All 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, unless you are the authorized face-painter vendor, please do not bring a face painter to participate in your booth, as it is a conflict with the face-painting vendor in the children’s activities area. We appreciate your cooperation!

**Pets**

Due to large crowds and narrow aisles, pets are no longer allowed at the event.

**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.

**Restocking Sunday**

Exhibitors should proceed directly to their assigned parking area. Please plan to arrive at your booth no later than 9:30 AM.  Many attendees arrive before 10 AM, so you are encouraged to arrive earlier to open. If you need to **restock, you will need to carry your items in. The road will be too narrow to accommodate vehicles**.

**Load-out**

Please keep your booth open until 5 PM on Sunday. At close of the Festival, you must break down your booth prior to moving your car from your parking area to the loading area.  A volunteer will issue a **Loading Ticket to each Exhibitor** once your tent is dismantled and you are packed. **Move your inventory and dismantled tent to the sidewalk behind your booth space to prevent vehicles from damaging them while you retrieve your vehicle.** In the event of rain, you may keep your tent up until you retrieve your vehicle. You must proceed through the entry point where you entered Saturday morning.  Please note that for safety purposes, no vehicles will be allowed onto the street until 5:30 PM or until the crowds have thinned sufficiently. Volunteers will be on hand to assist you in loading your vehicle.  Please note that Sunday is Mother’s Day so there may not be an abundance of volunteers available to help you. We will do our best to make sure you get the assistance you need. **All booths must be removed from the street by 8 PM Sunday.**

**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 the Art Festival, please let us know by calling 470-342-5797or 678-427-6450.  This event will happen rain or shine.

**Inclement Weather**

Although Dunwoody Art Festival will happen rain or shine, if weather happens during the weekend that would be considered life threatening or dangerous, or would cause a disruption in the schedule, we have set up a text messaging system to notify you. You will need to opt in to this service by texting to 84483 the message DunArtFest. This will enable you to receive messages from us regarding inclement weather. After the event, your information will be purged from the system.

**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. Neither Splash Festivals, Inc. nor its agents or representatives will be responsible for any injury, damage or loss that may occur to the Exhibitor/Vendor, their agents or representatives or his or her property, regardless of the cause.  Exhibitors should obtain, at their own expense, any insurance they deem necessary.

**Questions**

If you have questions prior to the festival, please contact:

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