

## WELCOME!

We are so glad that you are joining us!

### Norcross Art Splash Festival 2022 Exhibitor Instructions October 1 & 2, 2022

**Festival Hours of Operation: Saturday, 10:00AM to 6:00PM and Sunday, 10:00AM to 5:00PM**

We are delighted that you will be joining us in downtown Norcross this year! If you've been a part of the festivities in the past, **please be sure to read the following instructions carefully. Many changes have occurred, including set-up times, locations and parking. We've reorganized the Festival layout. The link to the Festival map gives a better view. Please read carefully.**

### **Check-in and Set-up – Saturday, October 1, 5:00AM to 8:00AM**

**NEW CHECK-IN LOCATION!!!! For check in, Enter 173 SOUTH PEACHTREE ST. NORCROSS 30071 IN YOUR GPS.**

Set-up for **artists, sponsors, non-profit groups and food vendors** is on Saturday morning only, due to street closure restrictions. There will be no Friday set-up. You will be assigned a load-in time based on your booth location. Everyone must be checked in by 8:00AM the morning of the show, otherwise the exhibitor will be considered a "no-show" and his or her space will be given away with no refund. Please note your location on the attached map.

Once you are checked in, you'll unload and move your vehicle to your assigned parking area before you begin to set up your booth. If you are bringing a trailer, we will do our best to place you where it can be parked directly behind your booth during the event. For parking, follow the signs to Exhibitor Parking. All Exhibitor parking is conveniently located within walking distance to the festival. No shuttles will be necessary. YAY!

#### **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 Art Splash in order to expedite the unloading, parking and loading processes.
- All exhibitors and vendors will receive identification badges. We ask your cooperation in wearing these so that we can easily assist you as needed during Art Splash. If you have these from previous shows, please bring them.
- ARTISTS WILL RECEIVE A PLACARD WITH THEIR NAME AND BOOTH NUMBER. PLEASE POST THIS ON THE UPPER TOP LEFT-HAND CORNER FACING THE OUTSIDE OF YOUR TENT, PER REQUEST OF THE NORCROSS POLICE DEPARTMENT.
- Hospitality Suite phone number. This number is for you to contact the Hospitality Suite if you need booth-sitting services. Booth sitting services will be available for artists and sponsors from 11AM to 4PM Saturday and Sunday.
- Artists 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. Gwinnett County sales tax is 6%.

#### **Displays**

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 (10' deep x 11' wide). Your booth should not interfere with your neighbor's space.

### **Tent Set-up**

Please do not stake your tent down to the pavement or the street. All exhibitors must use concrete weights or heavy sand bags during the Event. Weights should rest on the pavement and not dangle. Weights should be at least 40lbs per tent leg. Do not use water jugs, as they do not provide enough weight. **When setting up (if rain is forecasted) please keep the back legs of your tent out of the curb, to help prevent rainwater from flowing through your booth.**

## **Parking**

**Parking for festival patrons** and participants is limited. In order for the patrons to be able to park closer in and be able to carry their purchases to their vehicles, we ask that you do not park in any public parking areas. The new layout of the event creates new opportunities for patron parking and *your* success depends on them being able to conveniently park in these spaces.

**Patron parking** is now located at Hopewell Baptist Church, 182 Hunter St. and various locations throughout downtown Norcross.

If your booth is located in spaces 25 through 38, you may park your trailer behind your booth during the event.

**Handicap parking** is located **on** Thrasher St.

**RV parking** is located at City Hall, 65 Lawrenceville St.

## **Services**

### **Headquarters/First Aid/Lost and Found**

Lost and Found and First Aid are located at the Art Splash headquarters tent located next to the Iron Horse Tavern on Jones St. (Saturday, 5:00AM - 6:00PM, Sunday, 10:00AM - 5:00PM). ATMs are located inside of Iron Horse Tavern and the Police Department next to City Hall. throughout the Art Splash venue.

### **Ice**

Ice will be available for purchase from the Beer and Wine tents.

### **Utilities**

If you have paid for electricity, please bring your 100-foot heavy-duty electrical cord(s). Access to water is located behind the pavilion at Thrasher Park.

### **Recycling/Waste Disposal**

Recycle containers for plastic bottles, aluminum cans and paper are located next to each waste container. Empty boxes may be left on the curb behind your booth for pick up Sunday evening.

### **Security**

The City of Norcross Police Department will provide overnight security of the festival premises. All exhibitors are required to secure their tents to deter theft.

### **Hotel**

Hotel accommodations for Norcross Art Splash Festival have been arranged through the Marriot Courtyard, 3209 Holcomb Bridge Rd, Peachtree Corners. Please call 800-813-4586 and ask for the Norcross Art Splash Artist Room Block. September 9 is the last date to book to receive the special rate of \$109/king or \$119/double.

### **Hospitality**

Free coffee will be available Saturday morning until 9am in front of 45 South Café.

### **Booth-Sitters (for Artists & Sponsors)**

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 Saturday and 11AM Sunday.

### **Volunteer Gift Certificates**

Artists who receive any of these may redeem them for cash by texting a photo of the completed certificate to 678-427-6450.

## **Other**

### **Exhibitor Rules of Etiquette**

We love all of our participants in the Festival! 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 caricature artist to participate in your booth, as it is a conflict with the face painting and caricature artist 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 [770-452-1727](tel:770-452-1727) or [470-342-5797](tel:470-342-5797). We appreciate your cooperation!

### **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.

### **Pets/Animals**

All animals must be kept on a leash. If you need to take your pet for a break, there are pet waste receptacles next to Woods Animal Clinic on Thrasher St. at Park Drive (across from Thrasher Park). Animal rescue groups who bring dogs should be sure to keep them away from artist and sponsor booths unless specifically invited by a person in the booth.

### **Restocking**

If you need to restock Sunday morning, you'll need to park in your assigned parking lot and dolly your items to your booth.

### **Breakdown**

Please keep your booth open until 5:00PM on Sunday. At the close of Art Splash, you must break down your booth prior to moving your car from your parking area to the loading area. A volunteer will issue **Loading Tickets** once your tent is dismantled and you are packed. Load-out WILL BE IN THE REVERSE ORDER OF LOAD-IN. BRING YOUR VEHICLE TO THE BARRICADE AT LAWRENCEVILLE AND JONES ST. No vehicles will be allowed through without a Loading Ticket. Please note that for safety purposes, no vehicles will be allowed onto the street 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. In the event of rain, you may keep your tent up until you retrieve your vehicle.

### **Liability**

Neither Splash Festivals, Inc. nor the City of Norcross will 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 your participation in this Festival, you agree that neither Splash Festivals, Inc. nor its agents or representatives nor the City of Norcross will be responsible for any injury, damage or loss that may occur to the participant, the participant's agents or representatives or his or her property, regardless of the cause. Participants should obtain, at their own expense, any insurance they deem necessary.

**Inclement Weather**

Although Norcross Art Splash Festival will happen rain or shine, if weather happens during the weekend that would be considered life threatening, dangerous or creates a concern, we'll keep you updated through our text messaging system. To receive these text messages, you must first opt in by texting NorArtSplash to 84483. The service is free, but charges may apply depending on your individual data plan.

**Questions**

If you have questions prior to the festival, please contact:  
Frances Schube 470-342-5797 (C) [rdemetrius72@aol.com](mailto:rdemetrius72@aol.com)  
Cindy Flynn 678-427-6450 (C) [splashfestivals@gmail.com](mailto:splashfestivals@gmail.com)