

# WELCOME!

**We are so glad that you are joining us!**

## **Johns Creek Arts Festival 2022 Exhibitor Instructions**

### **Hours of Operation:**

**Saturday, October 15, from 10:00AM to 6:00PM**

**Sunday, October 16, from 10:00AM to 5:00PM**

### **Check-in and Set-up:**

**Friday, October 14, Check-in and unloading from 10am to 5pm. Friday afternoon traffic is usually very heavy in the area. Please plan to arrive well before 4pm. You will not be able to check in after this time. You'll have the luxury of pulling behind or in front of your booth to unload at your leisure throughout the evening. Keep in mind that unloading helpers will not be available.**

**Saturday, October 16, Late Check-in is 7am to 8am.  
All booths must be set up and open by 10am.**

Please note that if you check in Saturday morning, depending on your booth location, you **may not** be able to bring your vehicle to your booth to unload and may have to carry your items from the exhibitor parking area to your booth. We will do our best to accommodate you.

**Location:** In your GPS enter 1930 Bobby Jones Dr., Johns Creek, GA (Atlanta Athletic Club). The festival will be held in the fields **directly across** the street from the Atlanta Athletic Club. **Do not turn into the Atlanta Athletic Club.** Follow the signs to Exhibitor Check-in.

### **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, restocking and loading process.
- Exhibitors and vendors will receive identification badges. We ask your cooperation in wearing these so that we can easily assist you as needed during the festival.
- Hospitality Suite phone number will be provided so you may contact the Hospitality Suite if you need assistance. Booth sitting services will be available.
- Sales tax reporting form. The tax rate is 7.75%.
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After check-in, you'll be able to drive up to your booth to unload.

## **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 (10' deep x 12' wide). Your booth should not interfere with your neighbor's space.

## **Tent Set-up**

Staking of tents is allowed. All spaces are on grass. If you use weights, they 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. If you ordered a tent through us, it will be set up for you on Friday.

## **Parking**

Exhibitor parking is located within the festival area on the south and east sides of the booths. You will not be able to move your vehicle during the festival hours. If you will need to get out during event hours, please park in general parking.

## **Services**

### **Security**

The City of Johns Creek 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.

### **RV Parking**

Overnight parking for self-contained RV's will be on the festival grounds. Please arrive prior to 4pm Friday, October 14.

### **Other Amenities**

Lost and Found and First Aid are located at the festival headquarters tent located where you checked in Friday or Saturday (Saturday 9:00AM - 6:00PM, Sunday 10:00AM - 5:00PM). There will be no ATMs on site. Restrooms are located behind booths 6 through 11 and adjacent to the Food Court and Stage area.

### **Hospitality**

We will have water and snacks available for you. Volunteers will be bringing them around in wagons during the festival. If you want it Friday during setup, you'll need to pick it up at the headquarters tent.

### **Booth-Sitters (artists and sponsors only)**

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 to 4pm both Saturday and Sunday.

### **Ice**

Currently, an ice vendor has not been confirmed. Additional information will be sent a few days prior to the event.

### **Utilities**

If you have paid for electricity, please bring your 100-foot heavy-duty electrical cord(s). **Water will not be available on site.**

### **Trash Disposal**

Dumpsters area available behind the Headquarters/Check-in/Hospitality tent. Please dispose of any trash or boxes you have left at the end of the event in these.

## **Other**

### **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, 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 470-342-5797. We appreciate your cooperation!

### **Smoking Policy**

We ask that if you must smoke, please take a break and visit the designated Smoking Area near the port-a-potties on the far west side of the festival area.

### **Fire Marshall Inspection**

The Johns Creek Fire Marshall will be inspecting food vendor set ups on Friday, October 14, or Saturday morning October 15. If you will have open flame cooking, an ABC type fire extinguisher will be required. If you will be frying, a K

type fire extinguisher will be required. ***You must have a flame-certified tent.*** Propane cylinders must be secured to prevent being knocked over. Do not encroach or cross over the power cords that may run behind your booth. All tents must be staked or properly weighted. Mobile food trucks or trailers who have a current inspection by the Fire Marshal and have a North Fulton permit will not need to be inspected again.

### **Restocking**

If you need to restock Sunday morning, please arrive between 9am and 9:30am at the barricades at the festival entrance. Your PARKING PERMIT will be required for entry.

### **Load-out**

Please keep your booth open until 5:00PM on Sunday. At the close of the festival, you may move your vehicle BEHIND your booth to load. All booths must be removed from the festival grounds by 8:00PM Sunday. It will be dark and there will be no field lights.

### **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. By participating in this Festival, you agree that neither Splash Festivals, Inc., the City of Johns Creek, the Atlanta Athletic Club, 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 JCARTFEST 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 Johns Creek Arts Festival, please let us know by calling 770-452-1727 or 678-427-6450. This event will happen rain or shine.

### **Questions**

If you have questions prior to the festival, 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)