

WELCOME!

We are so glad that you are joining us!

Chattanooga Art Fest 2022 Exhibitor Instructions

Hours of Operation:

Saturday, November 12, from 10:00AM to 5:00PM

Sunday, November 13, from 10:00AM to 4:00PM

Check-in and Set-up:

Friday, November 11, Check-in and unloading begins at 10am to 5pm. Food vendors will load in Saturday morning beginning at 8:00am. You will be assigned a load-in time to help make the process work more smoothly. You'll pull up to the curb where you'll unload your vehicle, dolly your items to your booth, then return to park before you begin to set up. Keep in mind that unloading helpers will likely not be available.

Saturday, November 12, Late Check-in for artists, sponsors and non-food vendors is 6:30am to 8am.

All booths must be set up and open by 10am.

Location: In your GPS enter 150 River St., Chattanooga, TN 37377. The festival will be held in Coolidge Park. Follow the signs to Exhibitor Check-in. Review the map for additional directions for checking in: <https://www.eventeny.com/events/map/?id=1466&mid=2642>

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.

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 (40 lbs. on EACH leg of your tent). 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. You will have space behind your booth for storage and will share with the artist behind you.

Tent Set-up

Staking of tents is NOT 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 very close by in several spaces both within the event and outside of the event. **IF YOU PAY FOR PARKING IN THE ADJACENT PARKING LOT SHOWN ON THE MAP, WE WILL REIMBURSE YOU UPON PRESENTATION OF YOUR TICKET RECEIPT AT THE HEADQUARTERS TENT AT THE FESTIVAL.**

Services

Security

Private security 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, as shown on the map.

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 - 5:00PM, Sunday 10:00AM - 4:00PM).

Hospitality

We will have water and snacks available for you. 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.

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 are available as shown on the map. 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.

Sales Tax

Hamilton County (Chattanooga) sales tax rate is 9.25%. Please remember to change your settings in your payment processing app.

Tennessee Department of Health Inspection

Food vendors will be inspected Saturday morning prior to being able to open their booths. A permit will be issued at that time. If you are 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 Tennessee permit will not need to be inspected.

Restocking

If you need to restock Sunday morning, please arrive between 8:00am and 9:00am at the barricades at the festival entrance. Your PARKING PERMIT will be required for entry.

Load-out

Please keep your booth open until 4:00PM on Sunday. Once you are packed and your tent dismantled, you will be issued a loading pass. Present this to the staff member at the barricade for entry into the loading area.

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 Chattanooga, 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 CHATARTFEST 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 Chattanooga Art Fest 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 the festival, please contact:
Frances Schube 470-342-5797 (C) rdemetrius72@aol.com
Cindy Flynn 678-427-6450 (C) splashfestivals@gmail.com