

Alpharetta Arts Streetfest 2023 Artist/Sponsor/Vendor Instructions

WE LOVE ALL OF YOU AND ARE SO EXCITED THAT YOU ARE JOINING US!

Festival Hours of Operation

Saturday, May 27, 10am to 5pm

Sunday, May 28, 10am to 5pm

Link to Festival Overview Map:

<https://www.eventeny.com/events/map/?id=3515&mid=2193>

Check-in Packet

- Your check in packet will contain your booth placard which should be attached to the top left (facing) side of your canopy.
- A sales tax form will be provided. Alpharetta is 7.75%.

Load-in

Load in will be on Friday beginning at 10am until 4pm. You will be assigned a specific time to arrive. Vehicles weighing in excess of 7500 pounds including a trailer may not drive to their booths to unload or load. These booth assignments will be as close to the entrance as possible. Please be prepared to cart your items in if necessary. When driving on the paved path, please stay on the pavement and do not drive on the dirt. We will attempt to time your load-in to minimize any wait.

NO STAKING IS ALLOWED. Please bring weights equal to 40lbs per tent leg securely attached to each leg.

Exhibitor Parking

Exhibitor parking is located at Amana Academy, 285 S Main St. and will be WITHIN THE DESIGNATED AREA ADJACENT TO REGIONS BANK. Look for the signs to Exhibitor Parking. There will be ample room for trailers and RVs beginning Friday evening. DO NOT PARK IN UNDESIGNATED AREAS, AS THIS IS A SCHOOL AND TEACHERS WILL UTILIZE THE OTHER AREAS. It will be a very short walk to the Festival area. DO NOT PARK IN THE ALPHARETTA COMMUNITY CENTER WHERE YOU LOADED IN ON FRIDAY.

Sunday parking will be at Amana Academy. You will be given written load-out instructions Sunday morning. Do not attempt to park at the Alpharetta Community Center Sunday morning. No points will be gained with Splash or the City of Alpharetta!

General Information

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. 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.

Services

Security

Private security will provide overnight security of the Festival premises on Friday and Saturday evenings. All exhibitors are required to secure their tents to deter theft.

Headquarters/Lost & Found/ First Aid

Headquarters, Lost and Found and First Aid are located in the pavilion in the center of the field.

Restrooms

Restrooms are located inside of of the Community Center.

Ice

Ice will not be available on site.

Food Vendors: There are no containers for grease or gray water disposal. You must bring your own. Water WILL NOT BE AVAILABLE

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 at 678-427-6450. Vendors who attempt to sell unauthorized food items will be required to stop selling those items.
- All prices must be clearly posted.
- Please refrain from playing music from your set up.
- For any other specifics, please refer to your contract.

IMPORTANT DETAILS

Inclement Weather/Emergencies

Although Alpharetta Arts Streetfest will happen rain or shine, if weather or another emergency happens during the weekend that would be considered life threatening or dangerous, we'll notify you through our text messaging system. To be able to receive these messages you must first opt in by texting to 84483 the message ALPSTREET. The service is free. After the event, your information will be purged from the system.

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 Alpharetta Arts Streetfest, please let us know by calling 470-342-5797 or 678-427-6450. This event will happen rain or shine.

Liability

Splash Festivals, Inc. and the City of Alpharetta 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 Alpharetta Arts Streetfest. We appreciate everyone's cooperation! Neither Splash Festivals, Inc., the City of

Alpharetta nor its agents or representatives will be responsible for any injury, damage or loss that may occur to the artist, the artist's agents or representatives or his or her property, regardless of the cause. Artists should obtain, at their own expense, any insurance they deem necessary.

Questions

If you have questions prior to Alpharetta Arts Streetfest, please contact:

Frances Schube 470-342-5797 (C) rdemetrius72@aol.com

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

Sunday, May 28

Restocking begins at 8:30am. Please arrive at the location where you checked in Friday morning. Show your parking pass and a volunteer will allow you through to unload. Your vehicle must be removed from the unloading area by 9:30am. If you are not restocking, please plan to arrive at your booth no later than 9:30AM. Many attendees arrive before 10AM so you are encouraged to arrive earlier to open.

Load-out

Please keep your booth open until 5:00PM on Sunday. At close of Alpharetta Arts Streetfest, you must break down your booth and tent prior to moving your car from the parking area to the loading area. A staff member will issue you a **Loading Ticket** once you are packed. You'll receive more specific instructions Sunday morning. **DO NOT PARK IN THE COMMUNITY CENTER PARKING LOT SUNDAY.**

For safety purposes, no vehicles will be allowed to re-enter the paved pathway until 5:15PM or until the crowds have thinned sufficiently. All booths must be removed from the park by 9:00PM Sunday. **Due to changing weather conditions, these instructions may change. Be sure to opt into the emergency text messaging system as instructed above to receive the latest updates.**