

WELCOME!

We are so glad that you are joining us in the Cumming City Center!

Cumming Art Fest 2023 Exhibitor Instructions September 16 & 17, 2023

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

Check-in and Set-up – Saturday, September 16, 5:00AM to 9:00AM

For check in, Enter 423 Canton Rd, Cumming, GA

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 9:00AM 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 the exhibitor parking area before you begin to set up your booth.

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 Fest 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 Fest.
- ARTISTS WILL RECEIVE A PLACARD (SIGN) 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 CUMMING 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. Cumming sales tax is 7%.

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 12' 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 all on site. Trailers and RVs will also park here. For parking, follow the signs to Exhibitor Parking. All parking is conveniently located within the City Center. No shuttles will be necessary.

Services

Headquarters/First Aid/Lost and Found

Lost and Found and First Aid are located at the Art Fest headquarters tent at booth #98 (Saturday, 5:00AM - 5:00PM, Sunday, 10:00AM - 5:00PM). There will be no ATMs on site.

Restrooms

Indoor restrooms for the general public and exhibitors are located in the downstairs levels of Buildings A/B and C/D on the map. Additional port-a-potties for exhibitors will be located on the back side of Bldg. H (behind the headquarters booth at #98).

Ice

There will be no ice vendor on site.

Utilities

If you have paid for electricity, please bring your 50-foot heavy-duty electrical cord(s). There is no access to water.

Recycling/Waste Disposal

Trash receptacles will be located throughout the venue.

Security

The City of Cumming 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 Cumming Art Fest have been arranged through the Holiday Inn Express - Cumming.

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 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.

Restocking

If you need to restock Sunday morning, please arrive at the location where you checked in Saturday morning by 9am.

Breakdown

Please keep your booth open until 5:00PM on Sunday. At the close of Art Fest, 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. PLEASE NOTE THAT VEHICLES WITH TRAILERS WILL NOT BE ALLOWED TO ENTER TO LOAD UNTIL ENOUGH ADJACENT TENTS HAVE BEEN PACKED AND LOADED IN ORDER TO PREVENT THEM FROM BLOCKING THE EXITS. Once you have your ticket, please bring your vehicle to the location where you checked in. 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. All booths must be removed from the street by 9:00PM 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 Cumming 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 Cumming 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 Cumming Art Fest 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 CAFFEST 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
Cindy Flynn 678-427-6450 (C) splashfestivals@gmail.com