

Acworth Art Fest 2025 Exhibitor/Vendor Instructions



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

We are overjoyed to be celebrating the thirteenth annual Acworth Art Fest!

Check-in

Check-in begins at 6am. You will check-in on Morningside Drive. Google 4590 Morningside Drive (Regions Bank) for GPS directions. Follow the signs to check-in. If you need more time to set up, please email us for more instructions. The road closes at 5am.

Upon arrival, you will receive a packet with your parking pass for your windshield. Artists will receive a booth placard for you to affix to the outside of your booth and a name badge. Volunteers will then direct you to your booth to unload. Lots of volunteers will be on hand to assist you.

Booth Assignments

Booth assignments will be sent to you a couple of weeks prior to the show.

Parking

Exhibitor Parking

Exhibitor parking will be located at Roberts School (4681 School St.). A shuttle will run from 6AM to 10 AM Saturday morning, and on the hour every hour afterwards and will drop off in front of City Hall. It will resume Sunday morning at 9 AM to and will run at the top of the hour throughout the day until all exhibitors have departed the parking lot. Please do not attempt to walk across the permanently closed railroad crossing nearest to Exhibitor Parking, as it is dangerous and not intended for use.

Food Vendor Parking

Food Vendor parking is located at the Exhibitor parking lot on School St. If you have a food service truck that you will need convenient access to during Art Fest, it may be parked in the parking lot area just west of the Food Court. Please note: once it is parked on Saturday morning, it may not be moved until load out Sunday evening.

Kidz Zone Parking

Saturday parking is with Exhibitor Parking. When you return Sunday, please park in the Post Office or the Regions Bank parking lots, which are adjacent to Frana Brown Park.

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!

Sales Taxes

The Georgia Department of Revenue requires that you file the attached report with them within three days of the event. We will not have additional copies on site, so please be sure to print a copy. The rate is 6%.

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

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

Booth Sitting

Booth sitting services will be available from 11am until 4pm. The phone number to call will be provided at check-in.

Headquarters/Lost & Found/ATMs/Restrooms/First Aid

Lost and Found is located within City Hall (4415 Center St.). First aid is located on Dallas St. by Henry's. ATMs are located at Regions Bank on Morning side Dr. Restrooms are located on Dallas St. next to Henry's, and in the Kidz Zone. The Acworth City Hall building has indoor restrooms for artists, sponsors and vendors. You must show your badge to enter.

Ice

An ice vendor will not be available. Please be prepared to bring your own.

Power

If you ordered electricity, please bring 100ft. extension cords to connect to the power source. There is no power in the Kidz Zone. You will be issued a tag to attach to your extension cord which authorizes you to connect to the power source.

Food Vendors: There are no containers for grease or gray water disposal. You must bring your own. A water tap will 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.
- Health Department guidelines for food service must be followed.
- 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 Art Fest 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. We are in the process of changing services, so please check your messages before the event to receive these instructions.

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 Art Fest, 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 Acworth 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 Art Fest. We appreciate everyone's cooperation! Neither Splash Festivals, Inc., the City of Acworth 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 Acworth Art Fest, please contact:

Frances Schube 770-452-1727 (H) 470-342-5797 (C) rdemetrius72@aol.com

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

Sunday, April 6

You should proceed directly to the Exhibitor parking area at Roberts School. Shuttles will run from 9am to 10am Sunday morning and every hour on the hour. 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. **To restock** Sunday morning, please arrive at the intersection of West Main St. and **Morningside** at 8:00AM. Access this intersection from Center Street., which is the street that runs in front of City Hall. Turn right by the Post Office. Present your Zone Card and a volunteer will allow you through the barricade.

Load-out

Please keep your booth open until 5:00PM on Sunday. At close of Art Fest, you must break down your booth and tent prior to moving your car from your parking area to the loading area. A volunteer will issue you a **Loading Ticket** once you are packed. Once you have retrieved your vehicle, please arrive at the location where you checked in on Morningside Drive. A volunteer will allow you through the barricade **if** you have your Loading Pass. Please remember that the railroad crossing by School Street is permanently closed to both pedestrians and vehicles.

For safety purposes, no vehicles will be allowed to re-enter the streets 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. **Due to changing weather conditions, these instructions may change. Be sure to opt in to the emergency text messaging system as instructed above.**