

# Welcome!

## Dunwoody Art Festival 2025 Exhibitor Instructions

**Hours of Operation: Saturday, May 10 from 10:00 AM to 6:00 PM and Sunday, May 11 from 10:00 AM to 5:00 PM.**

### Check-in and Set-up

**ARTISTS, SPONSORS AND CHILDREN'S VENDORS** should check in at the Exhibitor Check-in tent located on the drive *next* to the post office **ON THE SOUTH SIDE MAP**. In your GPS, enter 1636 Mt. Vernon Rd (PNC Bank). Turn onto the road next to PNC Bank and follow the signs to Exhibitor Check-in. **FOOD VENDORS ENTER 1343 Dunwoody Village Pkwy in your GPS. You will access the food court from the north end of Dunwoody Village Parkway by Dunwoody CrossFit.**

- Set-up will take place on Friday evening beginning at 6:00pm and Saturday morning beginning at 6:00am. Please check the list for your assigned check-in date and time. If you are in Zone 7 or 8, or the Food Court, you may not check in until Saturday morning, due to road closures.
- All exhibitors must check in before attempting to unload.
- To ease congestion on the narrow street, arrival times have been assigned. Assignments have been made so that you and your immediate neighbor will arrive thirty minutes apart. So, you'll have that amount of time to unload your vehicle or trailer and immediately move it to parking nearby. Do not begin to set up your tent before you have moved your vehicle!
- If you arrive early, you'll be directed to the early arrival parking area until your assigned check-in time.
- If you arrive late, you may have to wait until the last load-in is completed, unless you are lucky enough to be able to access an unloading area behind your booth.
- Friday night parking for unloading only is in the Post Office parking lot. Trailers may be parked and left in the parking lot behind Dunwoody Prep in the Dunwoody Village shopping Center.
- One side of the street will load in at the earlier time slots. Later time slots are for the opposite side of the street.
- Unload in the **center aisle only** on Dunwoody Village Pkwy so that room is left for another vehicle to pass you.
- Friday night, you may stay as late as you wish to set up. All booths should be open by 10am Saturday.
- Once all booths are set up, it will leave one narrow lane.
- If you back up to a sidewalk customers may be walking both in front of and behind your booth.
- For storage, be sure not to block the sidewalks behind you. The fire marshal will make inspections throughout the weekend to ensure they remain clear.
- **Do not extend your display outside of the front of your booth, as the aisle is too narrow.** If you have room, you may utilize the sides of your booth space.
- Do not extend awnings if your booth is on Dunwoody Village Pkwy.
- Booth space dimensions range from 12' to 16' wide.
- Exhibitors must provide their own means of display, which should be sufficiently sturdy to withstand weather and large crowds. Forty pounds of weight per tent leg is required. Each Exhibitor/Vendor 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. Your booth should not interfere with your neighbor's space.

**Booth Assignments and Maps:** Two booth maps separate the festival. THE NORTH MAP contains zones 3 through 8, the food court and Kidz Zone. The SOUTH MAP contains zones 1 & 2. Refer to the BOOTH ASSIGNMENT LIST to find your zone, booth assignment and arrival time.

**IF YOU HAVE ORDERED POWER OR ANY TENT/TABLE/CHAIR EQUIPMENT, PLEASE VERIFY THAT IT IS LISTED BESIDE YOUR NAME ON THE BOOTH ASSIGNMENT LIST. ANY DISCREPANCIES SHOULD BE BROUGHT TO THE ATTENTION OF CINDY FLYNN ASAP AT [SPLASHFESTIVALS@GMAIL.COM](mailto:SPLASHFESTIVALS@GMAIL.COM).**

### **Check-in Packet**

Upon arrival at the check-in booth, you will receive a PARKING PASS to place in your windshield. This will help facilitate staff and volunteers in directing you to your booth.

- Everyone will receive Exhibitor identification badges. We ask your cooperation in wearing these so that we can easily assist you as needed during the Festival.
- Artists will receive an identification sign for their booth. Please post this on the upper left-hand corner of your tent (facing your tent).
- Booth-sitting services for artists and sponsors may be requested by calling the number on the back of your badge. Booth Sitting services will be available Saturday and Sunday from 11am to 4pm.
- Artists and Food Vendors 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. DeKalb County is 8%.

### **Parking**

Exhibitor Parking is located at 5591 Chamblee Dunwoody Road, which is the street just past Mellow Mushroom going north. RV and trailer parking is located in Dunwoody Village Shopping Center by Dunwoody Prep.

Shuttles will run Saturday from 6am to 10am, 6pm to 8pm, Sunday 8am to 10am and 5pm to 8pm and will drop off and pick up at the Shuttle drop off location in the Dunwoody Village Shopping Center as indicated on the map. There will be no exhibitor parking in the Dunwoody Village shopping center. The off-site shuttle lot is within walking distance to the festival.

Exhibitors and their employees/helpers who will arrive after setup should plan to park at the off-site shuttle lot located at Dunwoody City Hall, 4800 Ashford Dunwoody Road and take the shuttle, which will run from the entire hours of the festival, Saturday 9:45 AM to 6:30 PM, Sunday 9:45 AM to 6:30 PM.

### **Handicap Parking**

Handicap parking is located in Dunwoody Village shopping center by Zone 8. Handicap Parking tags/decals are required to park in these spaces.

### **Services**

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

Lost & Found and First Aid are located at the Art Festival headquarters tent between Renasant Bank and the Post Office (behind booth 163, Saturday, 5 AM – 6 PM, Sunday, 9 AM – 6 PM). ATMs are available at all of the banks lining Dunwoody Village Pkwy. Port-a-Potties are located by the post office, Renasant Bank and on the north end at the end of Zone 8.

**Ice:** Ice will not be available for sale. However, Walgreens and Fresh Market are within the Dunwoody Village shopping center and will have ice for sale.

**Grease and Gray Water Disposal:** Food vendors are responsible for removal and disposal of their grease and gray water.

**Power:** If you ordered power it will be live Friday evening. Since power is located in one area, all of those spaces have been assigned to those who ordered it in advance.

**Dumpsters:** Dumpsters will be located at the end of Zone 8 (north map). Please break down boxes prior to placing them in the container.

**Hand Washing Stations:** Hand washing stations will be available next to each bank of port-a-potties.

### **Food Vendor 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. Vendors who attempt to sell unauthorized food items will be required to stop selling those items.
- Unless specified otherwise in your contract, you are responsible for your own setup and tent.
- All prices must be clearly posted.
- Please refrain from playing music from your set up.
- For any other specifics, please refer to your contract.

### **Security**

The City of Dunwoody Police Department will provide overnight security of the Festival premises for both Friday and Saturday nights. All exhibitors are required to secure their tents to deter theft.

### **Gift Certificates**

Several gift certificates for volunteers will be in circulation. These may be redeemed for cash from Splash Festivals by the artist by following the instructions on the gift certificate.

## **Other**

### **All 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, unless you are the authorized face-painter vendor, please do not bring a face painter to participate in your booth, as it is a conflict with the face-painting vendor in the children's activities area. We appreciate your cooperation!

### **Pets**

Due to large crowds and narrow aisles, pets are discouraged.

### **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.

### **Saturday Evening**

At the close of the Festival Saturday evening, you may not bring your vehicle back through to load any items. Please be prepared to carry your items out. The road will be too narrow to accommodate vehicles safely.

## **Sunday**

If you need to **restock, you will need to carry your items in. The road will be too narrow to accommodate vehicles.**

Exhibitors should proceed directly to their assigned parking area. Please plan to arrive at your booth no later than 9:30 AM. Many attendees arrive before 10 AM, so you are encouraged to arrive earlier to open.

## **Load-out**

Please keep your booth open until 5 PM on Sunday. At close of the Festival, you must break down your booth prior to moving your car from your parking area to the loading area. A volunteer will issue a **Loading Ticket to each Exhibitor** once your tent is dismantled and you are packed. **Move your inventory and dismantled tent to the sidewalk behind your booth space to prevent vehicles from damaging them while you retrieve your vehicle.** In the event of rain, you may keep your tent up until you retrieve your vehicle. Trailers will be delayed until sufficient room is created on the street. You may find it convenient to load from behind your booth if you are located in an accessible spot. Otherwise, you must proceed through the entry point where you entered Saturday morning. Please note that for safety purposes, no vehicles will be allowed onto the street until the crowds have thinned sufficiently. Volunteers will be on hand to assist you in loading your vehicle. Please note that Sunday is Mother's Day so there may not be an abundance of volunteers available. We will do our best to make sure you get the assistance you need. **All booths must be removed from the street by 8 PM Sunday.**

## **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 the Art Festival, please let us know by calling 470-342-5797 or 678-427-6450. This event will happen rain or shine.

## **Inclement Weather**

Although Dunwoody Art Festival will happen rain or shine, if weather happens during the weekend that would be considered life threatening or dangerous, or would cause a disruption in the schedule, we have set up a text messaging system to notify you. You will need to opt in to this service by texting to 470-574-4441 and include the message Dunwoody Fest. This will enable you to receive messages from us regarding inclement weather. After the event, your information will be purged from the system.

## **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. Neither Splash Festivals, Inc. nor its agents or representatives will be responsible for any injury, damage or loss that may occur to the Exhibitor/Vendor, their agents or representatives or his or her property, regardless of the cause. Exhibitors should obtain, at their own expense, any insurance they deem necessary.

## **Questions**

If you have questions prior to or during the festival, please contact:

Frances Schube 470-342-5797 (C) [rdemetrius72@aol.com](mailto:rdemetrius72@aol.com)

Cindy Flynn 678-427-6450 (C) [splashfestivals@gmail.com](mailto:splashfestivals@gmail.com)