

WELCOME!
Brookhaven Art Splash Fest 2025
Exhibitor Instructions
November 8 & 9, 2025
Brookhaven Park, 4158 Peachtree Rd., Brookhaven, GA 30319
Saturday and Sunday 10:00AM to 5:00PM

Check-in and Set-up – Friday, November 7, 10:00AM to 4:00PM;
Saturday, November 8, 7:00AM to 9:00AM

Set-up for **artists, sponsors and food vendors** will be scheduled with specific times. You will be assigned a load-in time based on your booth location, which should mean you will not arrive at the same time your neighbors arrive. You must check in at your assigned arrival time, otherwise the exhibitor will be considered a "no-show" and his or her space will be given away with no refund. In your GPS, enter 4158 Peachtree Rd, Brookhaven, GA 30319.

Once you are checked in, you'll unload and move your vehicle to the parking area. Friday setup will have parking on site for setup. Shane's Rib Shack will provide sandwiches for anyone who is in the process of setting up during lunch.

Saturday parking for everyone will be at the Brookhaven Marta station, 4047 Peachtree Rd. Access the parking lot from Apple Valley, which is the street behind the Marta station. Follow the signs to Exhibitor Parking. A shuttle will bring you back to the festival so you can finish setting 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 Splash 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 Splash.
- ARTISTS WILL RECEIVE A PLACARD (SIGN) WITH THEIR NAME AND BOOTH NUMBER. PLEASE POST THIS ON THE UPPER TOP LEFT-HAND CORNER FACING OUTSIDE.
- The Hospitality Suite phone number is printed on the back of your badge. 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. Brookhaven sales tax is 8%.

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

Staking IS allowed. If you use weights, they should rest on the ground and not dangle. Weights should be at least 40lbs per tent leg. Do not use water jugs, as they do not provide enough weight.

Parking

Exhibitor and RV parking are located at the Brookhaven Marta station, 4047 Peachtree Rd., Brookhaven, Ga.

Trailer Parking is on site in a designated area, as shown on the map. It will need to be disconnected from your vehicle unless you plan to also leave your vehicle with it. Please note that you will not be able to remove your vehicle until Sunday evening.

Shuttles for artists, makers, sponsors and vendors will run between Marta and Brookhaven Park, Saturday from 6:00am until 10:00am and resume at 5:00pm until 7:00pm. Shuttles will resume Sunday from 8:00am until 10:00am and resume at 5:00pm until 8:00pm. It will drop off where you checked in Friday or Saturday.

Parking for festival patrons and participants is at Marta. On-site parking is not available except for trailers.

Services

Headquarters/First Aid/Lost and Found

Lost and Found and First Aid are located at the Art Splash headquarters, which is shown on the map (Saturday, 7:00AM - 5:00PM, Sunday, 10:00AM - 5:00PM). No ATMs will be on site.

Restrooms

Port-a-potties are located on the sidewalk near the festival entrance within the park

Ice

Ice will not be available for sale.

Utilities

If you have ordered electricity, please bring your 100-foot heavy-duty electrical cord(s). If you need water for cooking, you must bring your own.

Waste Disposal

Waste containers are located throughout the venue. A dumpster is located near the port-a-potties for disposal of boxes. Please do not dispose of food in the dumpster.

Security

FBAC Security will provide overnight security on the festival premises on Friday and Saturday nights. All exhibitors are required to secure their tents to deter theft.

Hospitality

Booth-Sitters (for Artists & Sponsors)

If you need to take a quick break, please call the Hospitality Suite (telephone number is printed on the back of your badge). 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 from Splash by texting a photo of the completed certificate to 678-427-6450.

Art Transportation for Customers

If you have a customer who needs assistance transporting their purchase to the entrance, simply call the Hospitality Suite phone number on the back of your badge and we'll have someone bring a golf cart to assist with transport.

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. If you need to take your pet for a break, there are pet waste receptacles at the dog park area across from the festival area.

Restocking

If you need to restock Sunday morning, you may only drop your stock at the location where you checked in. Please be prepared to cart it from there to your booth from 8:30 AM to 9:00AM.

Breakdown

Please keep your booth open until 5:00PM on Sunday. At the close of Art Splash, 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. You may then catch the shuttle to retrieve your vehicle from Exhibitor Parking. If you have an onsite trailer, you'll be issued a pass to enter the market once you are ready to load but not until after 6:00PM. No vehicles will be allowed through without a Loading Ticket. Please note that for safety purposes, no vehicles will be allowed into the market until 5:15PM or until the crowds have thinned sufficiently. Volunteers may be on hand to assist you in loading your vehicle. All booths must be removed from the festival by 8:00PM Sunday. In the event of rain, you may keep your tent up until you retrieve your vehicle. Additional information regarding load-out will be distributed at the event.

Liability

Neither Splash Festivals, Inc. nor the City of Brookhaven 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 Brookhaven 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 Brookhaven Art Splash 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 to 470-574-4441 the message BASFFest. 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