

WELCOME!
Norcross Art Splash 2025
Exhibitor Instructions
October 11 & 12, 2025

PLEASE READ CAREFULLY, AS THE LOCATION FOR THE EVENT, CHECK-IN AND PARKING HAS CHANGED!

Festival Hours of Operation: Saturday, 10:00AM to 6:00PM and Sunday, 10:00AM to 5:00PM

We are delighted that you will be joining us in downtown Norcross at Thrasher Park this year!

Check-in and Set-up – Friday, October 10, 10:00AM to 4:00PM;
Saturday, October 11, 7:00AM to 9:00AM

For check in, Enter in your GPS 182 Hunter St., Norcross, GA 30071. Follow the signs to Exhibitor Check-in. [CLICK HERE FOR THE MAP.](#)

Set-up for **artists, sponsors, non-profit groups and food vendors** will be scheduled. 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.

Once you are checked in, you'll unload and move your vehicle to your assigned parking area (where you checked in at 182 Hunter St.) before you begin to set up your booth. For parking, 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 THE OUTSIDE OF YOUR TENT.
- 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. Norcross City sales tax is 6%.

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 11' wide). Your booth should not interfere with your neighbor's space.

Tent Set-up

Staking is not allowed. 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

Exhibitor and RV parking is located at 182 Hunter St.

Shuttles for artists, makers, sponsors and vendors will run from 182 Hunter St. (Hopewell Church parking lot at Hunter St.) on Friday from 9:00am until 4:00pm, Saturday from 7:00am until 10:15am and resume at 6:00pm until 8:00pm. Shuttles will resume Sunday from 8:00am until 10:15am and resume at 5:00pm until 8:00pm. It will drop off at the corner of W Peachtree St. and Park Drive.

Parking for festival patrons and participants is in the downtown area. In order for the patrons to be able to park closer in and be able to carry their purchases to their vehicles, we ask that you do not park in any public parking areas, including the downtown streets. The new layout of the event creates new opportunities for patron parking and *your* success depends on them being able to conveniently park in these spaces.

Services

Headquarters/First Aid/Lost and Found

Lost and Found and First Aid are located at the Art Splash headquarters, which is in the gazebo within Thrasher Park (see the map), Saturday, 7:00AM - 6:00PM, Sunday, 10:00AM - 5:00PM). ATMs are located inside of Iron Horse Tavern and the Police Department next to City Hall.

Restrooms

Indoor restrooms are located in the back of the pavilion in Thrasher Park and at the right end of The Crossing Steakhouse. Portable toilets are located by the food trucks on Park Drive.

Ice

Ice will not be available for sale.

Utilities

If you have ordered electricity, please bring your 100-foot heavy-duty electrical cord(s). Access to water is located behind the pavilion at Thrasher Park.

Recycling/Waste Disposal

Recycle containers for plastic bottles, aluminum cans and paper are located next to each waste container. Empty boxes may be left behind your booth for pick up Sunday evening.

Security

The City of Norcross Police Department will provide overnight security of 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 their vehicle, 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 next to Woods Animal Clinic on Thrasher St. at Park Drive (across from Thrasher Park).

Restocking

If you need to restock Sunday morning, arrive at the intersection of Park Drive and Buchanan St. between 8:30 AM and 9:00AM. No vehicles will be allowed in past 9:00AM for restocking.

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. 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. Volunteers will 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 Norcross 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 Norcross 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 Norcross Art Splash Festival 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 NorcrossFest. 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