



Acworth Art Fest 2026 Exhibitor/Vendor Instructions

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

Hours of Operation

Saturday, April 11: 10:00AM to 6:00PM

Sunday, April 12: 10:00AM to 5:00PM

Check-in

Check-in begins at 6am Saturday morning. You will check-in on Morningside Drive. In your GPS enter 4590 Morningside Drive (Regions Bank). Approach the location from Center St. The road closes at 5:00am. Follow the signs to check-in. Everyone must be checked in by 8:30am or their space will be forfeited. There will be a hard close on the roads at 9:00am due to additional security measures. Due to the ease of setup, no specific arrival times will be necessary.

Upon arrival, you will receive a packet with your parking pass for your windshield. Artists will receive a booth placard 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.

Hotel and RV Parking

The Best Western Acworth is offering a nightly rate of \$65.99 for the nights of April 10, 11 & 12. To book with them, follow this link: https://www.bestwestern.com/en_US/book/hotel-rooms.11090.html?groupId=4T6TL5Q0

Fairfield Inn is offering a nightly rate of \$109 for the nights of April 11 & 12. To book with them, please call 770-917-9458.

RVs or campers will not be allowed to stay overnight at the exhibitor parking lot for security purposes. Please make arrangements to stay at one of the many close by RV/Camping parks.

Booth Assignments

Booth assignments will be sent separately.

Parking

Exhibitor Parking

Exhibitor parking will be located at Roberts School (4681 School St.). A shuttle will run from 6AM to 10AM Saturday morning, and on the hour every hour afterwards, dropping off in front of City Hall. The shuttle resumes Sunday morning at 9AM and will run at the top of the hour throughout the day until all exhibitors have departed the parking lot.

Food Vendor Parking

Food Vendor parking is located at the Exhibitor parking lot at 4681 School St. If you have a food service truck requiring convenient access during Art Fest, it may be parked in the lot area just west of the Food Court. Please note: once parked 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 Regions Bank lots, 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 grateful you are part of the festivities! **To be fair to everyone, please refrain from distributing literature or other advertising materials beyond your booth space.** Promote yourself and your products, but keep your sales pitch from disturbing or distracting customers away from neighboring booths. We appreciate your cooperation!

Sales Taxes

The Georgia Department of Revenue requires you to file the report within three days of the event. The document is posted within your application in the Related Documents section. The sales tax rate is 6%.

Smoking Policy

If you must smoke, please step away from other Exhibitors. Thank you for your cooperation.

Services

Security

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

Booth Sitting

Booth sitting services are available from 11AM until 4PM. The phone number will be printed on the back of your badge.

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

Lost and Found is located within City Hall (4415 Center St.). First aid is available on Dallas St. by Henry's. ATMs can be found at Regions Bank on Morningside Dr. Restrooms are located on Dallas St. next to Henry's and in the Kidz Zone. The Acworth City Hall building offers indoor restrooms for artists, sponsors, and vendors— please show your badge to enter.

Power

If you ordered electricity, 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 cord, authorizing you to connect to the power source.

Gift Certificates

Several gift certificates for volunteers will be in circulation. Artists may redeem these by calling the Hospitality number.

Food Vendors

There are no containers for grease or gray water disposal. You must bring your own. A water tap will be available; Mike will show you the location.

Important Notes

- Only food items stated in your contract may be served. A copy will be on site for reference. There may be limited duplication in food items. If you have concerns, contact Cindy Flynn at 678-427-6450. Vendors selling 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 setup.
- For other specifics, refer to your contract.

IMPORTANT DETAILS

Emergency and Contest Winner Notifications

Art Fest will happen rain or shine. If weather or an emergency arises during the weekend that could be life-threatening or dangerous, you will be notified via our text messaging system. To receive notifications, opt in by texting 470-574-4441 with the message AcworthFest. This system will also announce the winner of the

contest for having all setup tasks completed: 160 lbs. securely attached to tent legs, booth placard posted on the outside of your tent canopy, and opt-in to the text messaging system.

Refunds/Cancellations

All fees are non-refundable. No refunds are issued due to inclement weather or cancellations. If you cannot attend, please notify us by calling 470-342-5797 or 678-427-6450. The event will happen rain or shine.

Liability

Splash Festivals, Inc. and the City of Acworth are not liable for acts of God, natural disasters, adverse weather, damages, injuries, or any cause beyond Art Fest's control. Neither Splash Festivals, Inc., the City of Acworth, nor representatives are responsible for injury, damage, or loss to artists, their agents, or property. Artists should obtain any insurance they deem necessary at their own expense.

Questions

For questions prior to Acworth Art Fest, please contact:

Frances Schube 770-452-1727 (H) 470-342-5797 (C) frances.splashfestivals@gmail.com

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

Sunday, April 12

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 open early. **To restock** Sunday morning, arrive at the intersection of West Main St. and **Morningside** (where you checked in Saturday) at 9:00AM. Access this intersection from Center Street, which 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

Keep your booth open until 5:00PM Sunday. After Art Fest closes, break down your booth and tent before moving your car from the parking area to the loading area. A volunteer will issue you a **Loading Ticket** once you are packed. After retrieving your vehicle, arrive at the check-in location on Morningside Drive. A volunteer will let you through the barricade **if** you have your Loading Pass.

For safety, no vehicles may re-enter the streets until 5:15PM or until the crowds have thinned. Volunteers will 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.**