



WELCOME!

We are so glad that you are joining us!

Chamblee Art Fest, April 18 & 19, 2026 Instructions

Hours of Operation

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Saturday, April 18, 10:00AM to 6:00PM and Sunday, April 19, 10:00AM-5:00PM

Check-In Procedures

Artist check in: For all booths not labeled as FC (food court), in your GPS enter 3453 Pierce Drive, Chamblee, GA 30341. Please note that you will need to approach this address from Peachtree Blvd, as Peachtree Road in Chamblee will be closed to vehicular traffic. Follow the signs to Exhibitor Check-in.

Saturday, April 18: Check-in and unloading for the Artist Market is from 5:00AM until 8:30AM. **No Friday setup is allowed, as the streets will not close until 4:00AM Saturday.** *All participants will be assigned a load-in time and must check in at their assigned time. If you arrive early or are late, you'll be required to park in the holding area until your assigned time or until you are able to be worked into the line without disrupting or blocking other artists. Assignment times are based on keeping you and your neighbor from arriving at the same time. Most of those with trailers will arrive at 5:00AM. Everyone will receive up to 30 minutes to unload and move their vehicle to Exhibitor Parking and walk back to begin setting up their booths.*

Food Vendor Check in: Food vendors who are located in the food court (FC) will check in across from 5256 Peachtree Road, Chamblee, GA 30341. All others should follow the check-in procedures for Artists and Sponsors.

Check-in Packet

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Upon arrival at check-in, you will receive a packet with the following:

- **Parking Permit:** Please place this card on the driver's side dashboard of your vehicle. This card must remain on your dashboard at all times during the Festival in order to expedite the unloading, parking and loading process. Your Zone will determine your parking area. See specific instructions below.
- Artists and sponsors will receive exhibitor identification badges. We ask your cooperation in wearing these so that we can easily assist you as needed during the Festival.

Parking

Parking

Exhibitor parking is in three different locations. You'll be assigned the one that is closest to and most easily accessible to your booth space. Your parking pass will be specific to your booth location.

RV Parking: Overnight parking for self-contained RV's will be at the City Hall parking lot.

Each vendor will be issued no more than two parking passes.

Set-up Instructions

Set-up

Displays

Displays should be professional and aesthetically pleasing. Unless you have specifically ordered a tent through Splash Festivals, exhibitors must provide their own means of display, which should be sufficiently sturdy to withstand weather and large crowds. Each exhibitor is responsible for their 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.

Tent Set-up

Staking of tents is not allowed. Weights should rest on the ground and be securely tied to the tent frame. Each weight should be at least 40lbs per tent leg. Do not use water jugs, as they do not provide enough weight.

April can be windy, so please come prepared! If you ordered a tent through us, it will be set up for you by the time you arrive and will have the necessary weights.

Exhibitor Rules of Etiquette

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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.** Also, please do not bring a face painter or temporary tattoos as activities in your booth, as it is a conflict with the face painting vendor. Beverages may only be sold or given away by contracted food vendors. We appreciate your cooperation!

Services

Services

Utilities

If you have paid for electricity, please bring your 100-foot heavy-duty electrical cord(s).

Sales Tax

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 8.0%.

Trash Disposal

Please remove all of your trash at the end of the event and take it with you, including any plastic straps from your tent. Regular trash cans should only be used for disposal of food or beverage items.

Security

The City of Chamblee Police Department, along with private security, will provide overnight security of the Festival premises on Saturday evening. All exhibitors are required to secure their tents to deter theft.

Smoking Policy

We ask that if you must smoke, please take a break away from the common areas.

Other Amenities

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Lost and Found and First Aid are located at the Headquarters tent, which is at the corner of Peachtree Rd. and Chamblee Dunwoody Way, on the northern map. Hours are Saturday, 9:00AM - 6:00PM, Sunday, 10:00AM - 5:00PM.

Portable toilets are located on Chamblee Dunwoody Way and in the parking lot of Creative Stone at the intersection of Pierce Dr. and Peachtree Rd.

Booth-Sitters for artists and sponsors

If you need to take a quick break, please call the Hospitality Suite telephone number which can be found on the back of your badge. We will provide a responsible booth sitter while you are away from your booth, beginning at 11:00AM to 4:00PM both Saturday and Sunday.

Gift Certificates

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

Sunday, April 19 Procedures

Sunday, April 19

You should proceed directly to your assigned parking, so that you'll have time to open your booth by 10:00AM. Be prepared to show your parking pass.

Restocking

If you need to restock Sunday morning, bring your vehicle to where you checked in Saturday morning on Pierce Dr. at 9:00AM.

Load-Out Procedures

Load-Out

Please keep your booth open until closing of your area as indicated above for Operating Hours on Sunday. At the close of the festival, you must break down your booth and have your tent dismantled prior to moving your car from your parking area to the loading area. A volunteer will issue you a Loading Pass, which will be required to bring your vehicle into the market to load. In the event of rain, you may keep your tent up until you bring your vehicle. All booths must be removed from the street by 9:00PM Sunday. Trailers will not be allowed to come in until after 6:00PM. These instructions are subject to change if weather conditions warrant.

Important Details

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Liability

Splash Festivals, Inc. and the City of Chamblee 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. By participating in this Festival, you agree that neither Splash Festivals, Inc., the City of Chamblee, nor their agents or representatives will be responsible for any injury, damage or loss that may occur to the exhibitor or vendor, their agents or representatives or his or her property, regardless of the cause. Exhibitors and vendors should obtain, at their own expense, any insurance they deem necessary.

Emergency and Contest Winner Notifications

Chamblee Art Fest will happen rain or shine. In the event of weather that could be considered life threatening, dangerous or of concern, we will notify you through our text messaging system. To receive the messages you must opt in by texting to 470-574-4441 the message ChambleeFest. The service is free, and your information will be deleted after the event ends. 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 refund will be issued due to inclement weather. No refunds are issued for cancellations. If you cannot attend Chamblee Art Fest, please let us know by calling 470-342-5797 or 678-427-6450. This event will happen rain or shine.

Questions

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

Frances Schube at 470-342-5797, rdemetrius72@aol.com

Cindy Flynn 678-427-6450, splashfestivals@gmail.com