

Welcome!

Alpharetta Arts Streetfest Exhibitor Instructions, Booth Assignments and Map

**Saturday, May 24, 10am to 5pm
Sunday, May 25, 10am to 5pm**

Check-in and Set-up

All Exhibitors/Vendors should check in at the Exhibitor Check-in located in the parking lot of the Alpharetta Community Center, 175 Roswell St., Alpharetta, GA. Follow the signs to Exhibitor Check-in.

- Set-up will take place on Friday beginning at 10:00am and Saturday morning beginning at 7:00am.
- 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 at least 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, park in 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.
- Friday night, you may stay as late as you wish to set up. All booths should be open by 10am Saturday.
- Vehicles weighing in excess of 7500 pounds including a trailer may not drive to their booths to unload or load. These booth assignments will be as close to the entrance as possible. Please be prepared to cart your items in if necessary. When driving on the paved path, please stay on the pavement and do not drive on the dirt. We will attempt to time your load-in to minimize any wait.
- 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.
- Exhibitor parking is located at Amana Academy, 285 S Main St. and will be WITHIN THE DESIGNATED AREA ADJACENT TO REGIONS BANK. Look for the signs to Exhibitor Parking. There will be ample room for trailers and RVs beginning Friday evening. DO NOT PARK IN UNDESIGNATED AREAS, AS THIS IS A SCHOOL AND TEACHERS WILL UTILIZE THE OTHER AREAS. It will be a very short walk to the Festival area. DO NOT PARK IN THE ALPHARETTA COMMUNITY CENTER WHERE YOU LOADED IN ON FRIDAY.
- Sunday parking will be at Amana Academy. You will be given written load-out instructions Sunday morning. Do not attempt to park at the Alpharetta Community Center Sunday morning.

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

Check-in Packet

Upon arrival at the check-in booth, you will receive a ZONE CARD 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 a booth sign with their name and booth number. Please post this on the upper left-hand corner of your tent (facing your tent).
- The Hospitality Services phone number is printed on the back of your name badge. This number is for you to contact the Hospitality Services if you need assistance. Booth Sitting services will be available Saturday and Sunday from 11am to 4pm.
- 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. Alpharetta is 7.75%

Services

Security

Private security will provide overnight security of the Festival premises on Friday and Saturday evenings. All exhibitors are required to secure their tents to deter theft.

Headquarters/Lost & Found/ First Aid

Headquarters, Lost and Found and First Aid are located in the pavilion in the center of the field.

Restrooms

Restrooms are located inside of the Community Center.

Ice and Water

Ice or water will not be available on site.

Food Vendors: There are no containers for grease or gray water disposal. You must bring your own. Water WILL NOT BE AVAILABLE. There is no power in the food court.

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 at 678-427-6450. Vendors who attempt to sell unauthorized food items will be required to stop selling those items.
- All prices must be clearly posted.
- Please refrain from playing music from your set up.
- For any other specifics, please refer to your contract.

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.

General Information

Exhibitor Rules of Etiquette

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. 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

Pets are allowed if kept on a leash.

Inclement Weather/Emergencies

Although Alpharetta Arts Streetfest will happen rain or shine, if weather or another emergency happens during the weekend that would be considered life threatening or dangerous, we'll notify you through our text messaging system. To be able to receive these messages you must first opt in by texting to 470-574-4441 the message AlpharettaFest. The service is free. After the event, your information will be purged from the 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 Alpharetta Arts Streetfest, please let us know by calling 470-342-5797 or 678-427-6450. This event will happen rain or shine.

Liability

Splash Festivals, Inc. and the City of Alpharetta 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 Alpharetta Arts Streetfest. We appreciate everyone's cooperation! Neither Splash Festivals, Inc., the City of Alpharetta nor its agents or representatives will be responsible for any injury, damage or loss that may occur to the artist, the artist's agents or representatives or his or her property, regardless of the cause. Artists should obtain, at their own expense, any insurance they deem necessary.

Sunday, May 25

Restocking begins at 8:30am to 9:00am. Please arrive at the location where you checked in Friday morning. Show your parking pass and a volunteer will allow you through to unload. Your vehicle must be removed from the unloading area by 9:30am. If you are not restocking, please plan to arrive at your booth no later than 9:30AM. Many attendees arrive before 10AM so you are encouraged to arrive earlier to open.

Load-out

Please keep your booth open until 5:00PM on Sunday. At close of Alpharetta Arts Streetfest, you must break down your booth and tent prior to moving your car from the parking area to the loading area. A staff member will issue you a Loading Ticket once you are packed. You'll receive more specific instructions Sunday morning. **DO NOT PARK IN THE COMMUNITY CENTER PARKING LOT SUNDAY.**

For safety purposes, no vehicles will be allowed to re-enter the paved pathway until 5:15PM or until the crowds have thinned sufficiently. All booths must be removed from the park by 9:00PM Sunday. Due to changing weather conditions, these instructions may change. Be sure to opt into the emergency text messaging system as instructed above to receive the latest updates.

Questions

If you have questions prior to Alpharetta Arts Streetfest, please contact:

Frances Schube 470-342-5797 (C) rdemetrius72@aol.com

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