



## **WELCOME!**

**Hours of Operation: Saturday, March 29: 10:00AM to 6:00PM  
Sunday, March 30: 11:00AM-6:00PM**

### **Friday Check-in**

**Artist Market Check-in is on Friday, March 28 at the south entrance of Rebecca Williams Way (3493 Ashford Dunwoody Rd) across from McDonalds.** Your check-in time will be assigned.

Please arrive at the beginning of the assigned time. It is not a window. This will allow you 30 minutes to unload before moving your vehicle to the parking lot and catch the shuttle back to the Artist Market. Assignments are intended to prevent congestion and delayed unloading. Staff will be on hand to direct you to your space for unloading. If an artist hasn't been preapproved for a Saturday arrival by March 24 and does not show up for check-in on Friday, their space will be given away to an artist on the waitlist.

Once you've checked in Friday, on Saturday morning you will be allowed back into the market to unload product from 7am to 8:30 am (as long as you have your parking pass to enter, which will be included in your check-in packet that you'll receive Friday). Sorry, but there will be no exceptions for entry. Also, please note that the shuttle will not run during the event hours, so please be sure to bring everything with you that you'll need.

**Kidz Zone Vendor Check-in is on Friday, March 28 from 1pm to 4pm at the far north end of the park by the pavilion and across from the YMCA. (3692 Ashford Dunwoody Rd.) A staff member will show you to your space to unload.** A space will be reserved for you to park within the Kidz Zone.

### **Saturday Check-in (SPONSORS AND FOOD VENDORS)**

Will be at the parking lot adjacent to Jo's Grill (2120 Johnson Ferry Road) from 7:00AM until 10:00AM. You will be allowed entry to the Artist market to unload and then proceed to your assigned parking lot. **IF YOU ARE ONE OF THE PREAPPROVED AND RARE ARTIST EXCEPTIONS**, you'll be able to check in Saturday morning at 7AM. If an artist hasn't been preapproved for a Saturday arrival by March 24 and does not show up for check-in on Friday, their space will be given away to an artist on the waitlist.

### **Booth Assignments**

Booth and load-in assignments will be sent to you two weeks prior to the event.

### **Parking**

**ARTIST MARKET ARTISTS:** Your assigned parking area is at ASHFORD GREEN, 4170 Ashford Dunwoody Road. See below for shuttle hours.

**SPONSOR, NON PROFIT GROUPS AND FOOD VENDORS:** Your assigned parking area is on the ballfields behind Jo's Grille. You must have a pass to be allowed entry.

## **Shuttle**

**ASHFORD GREEN SHUTTLE HOURS ARE:**

**FRIDAY 10:00AM TO 6:00PM**

**SATURDAY 7:00AM TO 10:15AM AND 6:00PM TO 8:00PM**

**SUNDAY 9:00AM TO 11:15AM AND 6:00PM TO 9:00PM**

## **Additional Instructions**

### **Inspections**

The City of Brookhaven Fire Marshall will be inspecting vendor set ups on Friday, March 28, or Saturday morning March 29. Please note the following:

- **Tents must be properly weighted and securely attached with a minimum 40 lbs. per tent leg**
- No open flames will be allowed, including Sterno.

### **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.** Also, please do not bring a face painter or temporary tattoos for 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!

### **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. The dumpsters are not conveniently located, and regular trash cans should only be used for disposal of food or beverage items.

### **Security**

The City of Brookhaven Police Department will provide overnight security of the Festival premises on both Friday and Saturday evenings. 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**

Lost and Found and First Aid are located at the Brookhaven Police Command Post across Ashford Dunwoody Road next to McDonalds. Restrooms are located on the north end across from the stage and on the south end, near the playground.

### **Booth-Sitters (artists only)**

If you need to take a quick break, please call the Hospitality Suite telephone number which is listed on the back of your name badge. We will provide a responsible booth sitter while you are away from your booth, beginning at 11am to 4pm both Saturday and Sunday.

**Sunday, March 30:** You should proceed directly to your assigned parking, so that you'll have time to open your booth by 11am. **You will not be able to enter the market with your vehicle to restock on Sunday for security reasons.** Please plan accordingly when you unload. The shuttle will not run after the event opens and will resume at 6:00PM.

## **Load-Out**

Updated Load-out instructions will be distributed to you Sunday morning. Sometimes weather will cause last-minute changes. In general, you'll be issued a loading pass once you're packed, your tent dismantled and all is moved to the curb. You can then retrieve your vehicle and enter on the south end of Rebecca Williams Way across from McDonalds. You cannot enter from the north end by the Artist Market.

## **Important Details**

### **Liability**

Splash Festivals, Inc. and the City of Brookhaven 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. We appreciate everyone's cooperation. By participating in this Festival, you agree that neither Splash Festivals, Inc., the City of Brookhaven, 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.

### **Inclement Weather**

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. **UNLESS WE NOTIFY YOU OTHERWISE, YOU MAY NOT LOAD OUT BEFORE THE SCHEDULED TIME ON SUNDAY.**

### **Questions**

If you have questions prior to or during the Festival, please contact:  
Frances Schube at 470-342-5797, [rdemetrius72@aol.com](mailto:rdemetrius72@aol.com)  
Cindy Flynn 678-427-6450, [splashfestivals@gmail.com](mailto:splashfestivals@gmail.com)