



MARCH 23RD-24TH, 2024

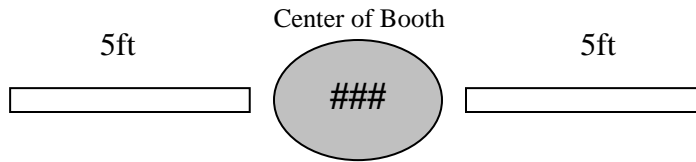
EXHIBITOR FESTIVAL GUIDE

Dear Cherry Blossom Exhibitor,

We are pleased to inform you that you were selected by our festival jury to participate in the 43RD Annual Conyers Cherry Blossom Festival as an exhibitor. In this packet, you will find a lot of information that will help you prepare and set up for the festival. This packet includes instructions, layout map, directions, area hotels, and a parking permit. Please read through all of the information carefully, and review the rules and regulations from the original application. Be sure to visit our website at www.conyerscherryblossomfest.com.

Festival Information:

The festival dates are Saturday and Sunday, March 23 - 24, 2024 and is open to the public from 10:00AM-5:00PM each day. The festival will take place on the Grand Prix Plaza at the Georgia International Horse Park, rain or shine. The enclosed map will show you your booth location(s), exhibitor parking areas and entrance for exhibitor set-up. If you would like to see your booth location prior to the event, please call Jill Miller at 770-860-4194 to set up an appointment prior to March 15th. Most of the festival area is permanently numbered with brass rings located on the asphalt, with booth numbers imprinted on each ring. The brass ring marks the CENTER of the booth space; you will have 5 feet to the right of the ring and 5 feet to the left of the ring for each booth to make a 10 foot wide space. SEE EXAMPLE BELOW. Note: Some spaces will vary according to specific needs or location.



****Refer to the enclosed map for your booth number and booth location.**

Registration and Check-In Procedures:

All exhibitors **MUST REGISTER** at the **VENDOR CHECK IN BOOTH** located at the festival entrance (on the enclosed map). A large, **VENDOR CHECK IN FLAG** will help identify the booth during the festival. **ALL VENDORS ARE TO PULL UP TO THE VENDOR CHECK IN CURBSIDE. PLEASE DO NOT GET OUT OF YOUR VEHICLES.** Staff will assist you with check in from your vehicle. Upon registering, you will receive your Official Exhibitor Certificate to place on somewhere on the area of your booth (where it can be easily seen) during the entire event. This certificate also helps guests locate booths listed on the festival registry. The **VENDOR CHECK IN BOOTH/INFORMATION BOOTH** will also serve as your communication point with the festival staff during setup and festival times. If you need assistance during the festival, please see a festival staff person at the **VENDOR CHECK IN BOOTH/INFORMATION BOOTH**.



Pink Out!

Blossom Bucks

Join the 2024 "Pink Out"! The 2024 festival is hosting a "Pink Out," asking guests and vendors to wear the festival colors, pink and green, or decorate strollers, wagons and even exhibitor booths. Judges will be roaming the festival grounds, looking for the best-dressed or decorated strollers, wagons and booths. If you get "Pinked," you've won a prize!

Lucky festival goers will try to pick shopping bags that contain Blossom Bucks! These gift certificates allow the winner to spend the stated amount at any art and craft exhibitor booth. A sample copy of the certificate is on the back of the festival map. If you are presented with this certificate, please bring a copy of the guest's receipt and the certificate to the **VENDOR CHECK IN BOOTH** to receive your refund for the purchase.

Set-Up Schedule: **Friday, March 22, 2024** **10:00am - 8:00pm**
Saturday, March 23, 2024 **6:00am - 8:00am**

Event Setup:

All Exhibitors must provide a tent and it must be anchored down with weights or sandbags. No nails or stakes in asphalt.

The enclosed parking permit should be placed on the rear view mirror or in the left corner of your vehicle dashboard when arriving at the festival. This will allow traffic personnel to direct you quickly to your booth location, and will provide you with a parking location after booth set-up. Due to the limited number of parking permits given to each group or organization, please encourage your members to carpool. Also, please communicate to everyone associated in your group your booth number & location to help eliminate any confusion.

Parking During the Festival:

After unloading your items, you must move your vehicle to the Green Parking Lot before setting up your booth. All vehicles must be moved from the festival plaza by 9:00AM, and all booth set-ups must be completed by 9:30AM.

Dismantle Time:

Dismantle time will begin Sunday, March 24th at 5:00pm, or when the crowd has dispersed and it is safe for vehicle traffic in the festival area. Vehicles will NOT be allowed onto the festival plaza until the Conyers Police Department determines that the area is safe for vehicle traffic. The Conyers Police Department and Festival Staff will assist exhibitor traffic to booths for load-out and exiting. It is best to begin breaking down your booth before retrieving your vehicle. Your patience and cooperation is appreciated during this time.

Inclement Weather:

The Conyers Cherry Blossom Festival will take place rain or shine. **Be sure to bring weights to secure your tent. All exhibitor booths will be set up on asphalt.** If there is a chance of lightning or severe weather in the area, the City of Conyers Police Department will use a public address system to announce the proper precautions to take. If we must evacuate the park, you will hear announcements from the police department and police vehicles will enter the festival area for evacuation. No refunds will be made for bad weather.

- *The festival staff, the horse park, or the City of Conyers will in no way be responsible for vendors belongings left behind. Any vendor who decides to leave the grounds prior to the festival end, must advise festival management of their intent.*

Electricity:

Electricity is **NOT** provided unless previously arranged. **YOU WILL NEED TO PROVIDE YOUR OWN UL CERTIFIED EXTENSION CORD.**

Vendors with Large Items:

There will be a "Pick-Up" area next to the **Information Booth and Vendor Check in Booth** for "Large Item Purchases" that need to be held and picked up later. Pick-Up Tickets can be obtained from the **Vendor Check in Booth** during registration.

Tax:

Each artist is responsible for collecting and reporting Georgia Sales Tax on all sales. The sales tax in Rockdale County is 6 percent. For information please contact the Georgia Department of Revenue at 1-877-423-6711 or view their website at <https://etax.dor.ga.gov/>.

Ice:

Ice can be purchased on site through Proof of the Pudding. If you need ice, please make orders in advance by calling 770-860-4195.

Directions and Hotels: Directions to the Georgia International Horse Park and local hotel information are enclosed for out-of-town exhibitors.

The Georgia International Horse Park has put preventive measures in place due to the spread of Covid-19, however attending an event could increase your risk of contracting the coronavirus. By entering the facility, you voluntarily assume all risk and agree that you will not hold the Georgia International Horse Park, City of Conyers, Proof of the Pudding, Event Producers, and all associations liable for any resulting illness or injury.

With your assistance, the 2024 Conyers Cherry Blossom Festival will be bigger and better than ever before! We wish you a successful event and thank you very much for your support. If you have any questions or concerns, please contact Jill Miller at 770-860-4190.