

## GENERAL FESTIVAL INFO:

### Festival Dates

- September 20-22, 2024

### Festival Location

- This year's festival will be held on Greene and Telfair Streets between 5<sup>th</sup> and 6<sup>th</sup> streets, including the Old Medical College, Old Richmond Academy Building, Parade Grounds and Municipal Building. The Family area will be in the spaces between the Old Richmond Academy and The Old Medical College grounds at 598 Telfair St. **Check-in will be at the main tent in the Old Richmond Academy Parking lot at 598 Telfair St. Augusta, GA 30901. The parade grounds entrance off Walker St and the Entrance at 5<sup>th</sup> and Telfair are our closest entrances.**

### Festival Hours + Attendance

- Friday: 5-9pm (soft open at 4pm)
- Saturday: 11am-9pm (soft open at 10am)
- Sunday: 11-6pm (soft open at 10am)
  - All groups are required to be present all hours of the Festival, barring emergencies such as severe weather or fire.
  - Additionally, we are an "all weather event," meaning that your booth should remain open even in the event of rain. Make certain that it can. In extreme weather, we will update booths of any closures.
  - Weights are required for all tents for the safety of all.
  - All groups are asked to comply with all Festival rules.

## FESTIVAL CONTACTS + COMMUNICATION:

### Family Area Managers

- Heather Dunaway; [heather@augustaarts.com](mailto:heather@augustaarts.com)
- Erica Pastecki

### Dispatch

- Brenda Durant ; [brenda@augustaarts.com](mailto:brenda@augustaarts.com)

### Festival Website

[www.artsintheheartofaugusta.com](http://www.artsintheheartofaugusta.com)

### In Case of Emergency

- **Emergency Contact: Dispatch - 706-373-1947**
- In the event of extreme weather, we will let you know how the Festival will proceed via email or text to the contact number provided for each group.
- In extreme emergencies, such as a bodily injury or fire, dial 911 first, then alert dispatch, as they will need to safely guide the ambulance or fire safety crew into the festival.

## LOGISTICS:

### Check In / Load In:

#### **VEHICLE** Entry and Exit Times / Day

- Location: at 6th Street Gate (GPS: 631 Broad Street)

- Friday, September 15: **11am-2:00pm** (check in at 6<sup>th</sup> and Telfair gate, drop your stuff at your assigned spot and check-in with Heather or Erica at the Family Area main tent to get your passport info) **Cars must be off the street by 2:30 p.m.** Plan to leave your set up at the end of each night, taking only valuables like electronic devices or items that could be damaged in weather.
- Saturday: If you are bringing more supplies, you may drive in and set up as early as you like, but **NOT after 9:00am. You must have your car off the street by 9:30am.**
- Sunday: If you are bringing more supplies, you may drive in and set up as early as you like, but **NOT after 9:00am. You must have your car off the street by 9:30am**
- There is a counter-clockwise flow of car traffic. For everyone's safety, you must keep to that pattern. Thank you. (Security will yell at you if you don't.)
- Friday, you may drive your vehicle onto Telfair to drop off your things at your booth; **however, your vehicle MUST be off the street by 2:30pm.**
- Each evening when the Festival closes, the Festival Goers are the first priority when it comes to exiting the street. The police manage this process, and when they feel the streets are sufficiently clear, they will give an all clear signal when it is okay for you to drive your car onto the street to load up anything you need to take with you that evening. **Please do not try to exit until the signal has been given. If you are unsure, please ask Heather or Erica.**

#### Load-out:

- On Sunday evening, you should remain open and operating until the Festival is over.
- **At 6:01pm, you may begin to pack up your booth; however, YOU MAY NOT BRING YOUR CAR ONTO THE STREET YET.**
- Only after all pedestrian festival attendees have left and Security gives the all clear, may cars enter the street. After security gives the all clear, and after your booth is completely packed up, you will flag a street volunteer who will give you a STREET PASS.
- Once you have the STREET PASS, you will be able to bring your vehicle on the street, load your car and depart Festival grounds. This is to ensure there is minimal blocking of traffic.
- There is a counter-clockwise flow of car traffic. For everyone's safety you must keep to that pattern. Thank you. (Security will yell at us all if you don't. Booths who do not follow these safety protocols will not be welcomed back next year.)

#### Miscellanea:

##### Electricity:

- Is availabl, at 120 volts, but you will need to provide your own outdoor extension cords (recommend 100 ft.).
- Is turned off overnight and turned back on **one hour prior to that day's start.**
- You will have one (1) 3-prong outlet.
- You must **use LED lighting** and keep the power load **below 10 amps.**

##### Tents:

You must provide your own tent unless arrangements have already been made. Please do everything you can to secure your tent against foul weather and wind.

**Make certain you have weights for your tent.** If you don't you will need to go make some before we can allow you to be part of the festival. Weights can be sand bags, cement blocks, etc. If your tent blows over, it will hurt your neighbor, not just you. You can find an article on tent security at <https://www.naiartists.org/wp-content/uploads/2015/01/IA-08-Fall-2010-1.pdf>. If you have rented a tent through the Arts Council, your tent, tables and/or chairs will be set up for you Friday morning, weighted and ready for you to use. We do not provide décor or table covers for rented booths.

Booth Number:

**Your booth number is provided via email closer to the festival.** You can find it on the map provided with said email! We do our best to give everyone ample space and comfort. If you have questions please let us know.

Security:

Everyone is responsible for securing their booth. We do have security at the festival all day, with a night detail as well. We do not recommend leaving valuables, such as electronics, cash boxes, etc., overnight. Plastic bins are recommended for stowing materials against wet weather.

Parking:

On-site parking is for festival artists ONLY. Refer to the main Festival website for nearby parking areas. [www.artsintheheartofaugusta.com](http://www.artsintheheartofaugusta.com).

Lodging:

If you would rather stay close by, some hotels offer visitors to the Festival special rates. Those can be found on our main Festival website – <http://artsintheheartofaugusta.com/festival-lodging/>.

Pet Boarding:

Because of health regulations (concerning our Global Food Village), pets are not allowed on festival grounds. As we are ADA compliant, this does not include service animals. There is a pet boarding and grooming shop one block at 501 Broad Street. Urban K9, owned by Tonya Boswell has a doggie play area in the front of their shop, a dog run on the side of the building, and two groomers on staff. In fact, if your dog stays 3 days with them, a bath is included! They offer day boarding as well. Their number is 706-723-1909. <https://myurbank9.com/>

## GENERAL REMINDERS and RULES:

- Your booth is expected to be open and staffed for the whole weekend. **We recommend booth staff be at the festival no later than 30 minutes before we officially open the gates.**
  - Friday: 5-9pm (soft open at 4pm)
  - Saturday: 11am-9pm (soft open at 10am)
  - Sunday: 11-6pm (soft open at 10am)
- All booths must find their own volunteers/staff to run their booth. The Family Area team cannot guarantee any volunteers will be available, but will send help when and where they can.
- Your booth volunteers will check in with you. Not at volunteer check in or in the Family Area main tent. The wristband provided will get them into the festival all weekend.
- Please remember there is to be no sharing booth space with any other groups. Only your organization is allowed to be in your booth. Those who fail to comply with this rule will be removed from the festival and NO REFUND request will be honored.
- All organizations may sell tickets to events or raffles, sign-up guests for memberships, and register guests for classes at their booths.

- Absolutely no merchandise may be sold in our Passport activity booths; this includes candy/snacks, t-shirts, hats, jewelry, branded materials, etc. No pan handling to patrons. If you are found to be breaking this rule, you will be asked to leave with no refund and not welcomed back next year.
- In your organization booth, you get to provide information on what you do, give mini-performances, and generally show off as fabulously as you can imagine.
- Though we cannot allow the sale of merchandise, such as t-shirts or posters, you are welcome to give away branded items. We always encourage having a brochure on hand that lists your upcoming events, ways to contact you and any online giving mechanisms you use.
- Booths hosting a Cultural Arts & Crafts Passport Activity will be provided with a stamp, pen, and table top display with information about their activity.
- **THESE RULES WILL BE ENFORCED. THOSE WHO DO NOT COMPLY WILL NOT BE INVITED BACK FOR THE NEXT FESTIVAL OR RECEIVE ANY REFUNDS.**

### THE SCHEDULE IN REVIEW:

#### Friday, September 20, 2024

- 11:00 am – 2:00 pm: Load In/Check In
- 2:30 pm: All cars must be off the street
- 4:00 pm: Soft open for early-birds. Staff should be present in your booth.
- 5:00 pm: Gates open!
- 9:00 pm: Gates close
- After 9pm: WAIT until police give the all clear to have cars at booths
- Electricity is off overnight!

#### Saturday, September 21, 2024

- As early as you like: Come to get ready.
- 9:00 am: Last car allowed in for the day.
- 9:30 am: All cars must be off the street. Staff should be present in your booth.
- 10:00 am: Electricity is turned back on. Soft open for early-birds.
- 11:00 am: Gates open!
- 9:00 pm: Gates close
- After 9pm: WAIT until police give the all clear to have cars at booths
- Electricity is off overnight!

#### Sunday, September 22, 2024

- As early as you like: Come to get ready.
- 9:00 am: Last car allowed in for the day.
- 9:30 am: All cars must be off the street. Staff should be present in your booth.
- 10:00 am: Electricity is turned back on. Soft open for early-birds.
- 11:00 am: Gates open!
- 6:00 pm: Gates close

**After 6pm: Wait for a Street Pass from a volunteer before bringing your car in or pulling it out of the parking well behind the booths**

**THE 600 BLOCK FAMILY AREA INTERNAL MAP:**

Not yet available

**BIG External Map:**

Not yet available