

Welcome to the Decatur Arts Festival. We are excited to have you as an artist in the 2011 Decatur Arts Festival and hope that it will be one of the best festivals for you this year.

We are continually trying to improve our load in/out procedure for the festival. We want to expedite the load in process and shorten the distance you will need to dolly to your booth. Please read the following information on our set up and load in procedures carefully.

Check In Times:

Friday, May 27th, 6:00 p.m. – 8:00 p.m.

Saturday, May 28th, 6:00 a.m. – 8:30 a.m.

Set Up Times:

Friday, May 27th 6:00 p.m. until dark - Booths 70a-133 and 150-163

Saturday, May 28th 6:00 a.m.-9:00 a.m. – All booths

Booths located on Ponce de Leon Avenue, Clairmont Avenue and N. McDonough Street cannot be set up on Friday night!

On Friday evening there are a LIMITED number of volunteers to help—more are available on Saturday. If your booth location permits Friday night set up, you may want to set up your tent and display and unload your artwork on Saturday.

** You must check in by 8:00 a.m. on Saturday morning or you will forfeit your booth space. If there is an emergency, please call 404-277-6590. This number is to be used exclusively for emergency. It will only be available during festival weekend.

Please adhere to the above set up times. The City of Decatur Police strongly encourages you to confine your set up activities to these hours.

YOU WILL NEED TO BRING YOUR OWN HANDTRUCK!

The check-in tent is located in the Callaway Parking Lot, 120 West Trinity Place, Decatur, GA. The lot is 1 ½ blocks from the festival site. When you arrive, you will be directed to your staging area to park temporarily while you get your check in packet and loading pass and wait your turn to proceed to the load in area.

Volunteers stationed at the check in area will direct you to your designated load in area as space becomes available. Once you get to your load in area, please quickly unload your vehicle and park it before you set up your booth. Your vehicle may not be left in the load in area while setting up.

Parking: A map of the Arts Festival, showing free parking and Artist Market areas will be available at check in. Please do not park in metered spaces. It is essential that you do not park on Clairmont Avenue or Ponce de Leon Avenue in front of a retail store or restaurant.

There is a parking deck behind Parker's on Ponce and the Georgia Power building; however, it is not free!

Please feel free to email us at decaturartsfestival@gmail.com if you have questions.

2011 Decatur Arts Festival

Load In Procedure

Once you have received your check in packet, please wait your turn to proceed to your designated load in zone. It is important that you follow the route on the attached map to get to your zone so that you will arrive with your car pointed in the right direction. You will be greeted by a volunteer who will direct you to your specific space to unload from.

Once you arrive in the load in area, kindly unload your vehicle and park it before setting up your booth. You may not leave your vehicle in the load in area while setting up.

There will be 2 load in areas on Friday night. The locations are:

1. Ponce de Leon (Yellow Zone) for artists in booths 70A-85
2. Top of N. McDonough Street turnaround (Blue Zone) for booths 86-133, 150-163

There will be 5 load in areas on Saturday morning. The locations are:

1. Ponce de Leon (Yellow Zone) for booths 70A-85
2. Intersection of Trinity and Commerce (Blue Zone) for booths 86-163
3. Ponce de Leon, near Clairmont (Green Zone) for booths 36- 49, 65-70
4. Ponce de Leon, near Church St. (Orange Zone) for booths 21-35 50-64
5. Clairmont Avenue at Marshall Street (Purple Zone) booths 1-20

We advise everyone to print out both the loading zone map and Artist loading route map and keep it with during set up.

Parking during the Festival:

Following check in and unloading, cars must park in the top level of the Dekalb County Parking Deck located at the corner of Commerce and Trinity Place. The

entrance to the parking deck is on West Trinity Place. The Callaway lot is reserved for trailers only!