

Vendor Needs

Ant Removal

Ant spray is available in the Cleanup tent in Taylor Park.

Booth Check-In (Friday)

#	Color	Location	From	To
100s	Yellow	N. Main St.	ASSIGNED TIMES	
200s	Blue	Food Court		
300s	Orange	S. Main St.		
400s	Red	Park East		
500s	Purple	Park Entrance		
600s	Pink	W. Lawrenceville St.		
700s	Green	Town Green (left)		
x700s	Green	Town Green (right)		
800s	Silver	Taylor Park/City Hall		

Booth Restocking (Saturday/Sunday)

Vendors can drive into the Festival area to restock their booth during the following hours.

Day	From/To	Restocking Entrances
Sat	6:00 A.M.	100s & 300s: Traffic signal at Main St. & Hwy 120.
	8:00 A.M.	200s, 400s, 500s, x700s: Behind PURE. 600s & 701-708: W. Lawrenceville St. at Hill St. 700s: Hill St.
Sun	6:30 A.M.	100s, 300s, 600s & 701-708: Traffic signal at Main St. & Hwy 120.
	7:45 A.M.	200s, 400s, 500s, 700s & x700s: Behind PURE, exit Hardy St.

Ice

Food vendors must place ice orders ahead of time with *Twice the Ice* who will deliver the ice to the vendor's booth.

Literature

Only sponsors who have booths may distribute literature. Verify with the Sponsorship list before approaching anyone.

Money

The Fall Festival does *not* provide change to vendors. For ATM locations, see "[Guest Needs - ATM Locations.](#)"

Pine Straw or Power Outages

Call Wayne Herman (Operations) on a radio.

Registering for Next Year

Vendor applications for next year will be available on the website in February.

Emergencies and First-Aid

Emergencies

To respond to...	Call...	At...
minor emergencies	Duluth Police Department	770-476-4151.
medical or major emergencies	911 Service	911. Then, call the Duluth Police Dept.

Child Missing or Found

If a child is...	Then...
Missing	<ul style="list-style-type: none"> Ask the following questions: <ul style="list-style-type: none"> What does the child look like? What was the child wearing? Where was the child last seen? Look—usually the child is nearby. Call the Duluth Police Dept.
Found (seeking his/her family)	<ul style="list-style-type: none"> Do <i>not</i> move the child. Look—usually a parent is nearby. After 20 minutes, take the child to Lost & Found.

First-Aid Tent

First-Aid is located behind Piatto Fresh Kitchen. If an injured person is unable to walk to First Aid, call for a golf cart.



2016

Frequently Asked Questions

Festival Schedule of Events

Day	Time	Event
Thur	6:00 P.M.	Carnival open until 10 P.M.
Fri	6:00 P.M.	Carnival open until 10 P.M.
Sat	9:00 A.M.	Booths open
	10:00 A.M.	Parade (shuttle suspended)
	11:00 A.M.	Carnival opens
	11:30 A.M.	Opening Ceremony
	12:30 P.M.	Entertainment begins
	2:00 P.M.	Silent Auction closeout
	5:30 P.M.	Silent Auction closeout
	7:00 P.M.	Booths close
10:00 P.M.	Carnival closes	
Sun	7:40 A.M.	Road Race Warm Up
	8:00 A.M.	Road Race (roads closed)
	9:00 A.M.	Booths open
	10:00 A.M.	Worship on the Green
	11:00 A.M.	Carnival opens
	11:30 A.M.	Entertainment begins
	2:00 P.M.	Silent Auction closeout
	3:00 P.M.	General Store Auction
4:30 P.M.	Silent Auction closeout	
5:00 P.M.	Festival and Carnival end	

Guest Needs

Walkabout Map of Festival

www.walkaboutapp.com/duluthga

ATM Locations

- City Hall entrance (Main St.)
- Red Clay Music Foundry (Main St.)
- Near the General Store (Town Green)

Entertainment/Special Guests

- Entertainment schedules are posted near each stage.
- On Saturday from 11:30 p.m. to 2:30 p.m. **Walter Reeves** will be at the tent in Man's Corner.

Festival Photo

A group photo of the 2016 volunteers will be taken Sunday, at 11:15 a.m., near the Festival Center stage.

Festival Shutdown

All available volunteers should assist with the Festival shutdown Sunday at 5 p.m. Participating volunteers can enjoy a celebration afterwards.

Golf Carts

Golf carts are available to transport disabled guests and vendors. To request a golf cart, call Marty or Annette Dorfman on a radio.

Lost and Found

Lost and Found is located at the Information booth on Main St.

Parade Monitors

All available volunteers should assist with crowd control on the Parade route, on Main St. and Buford Hwy.

Parking

Who	Location
Entertainers	<ul style="list-style-type: none"> • <u>Festival Center Stage</u>: At the Festival Center • <u>Parsons Alley Stage</u>: Parking Lot near Dreamland BBQ
Guests	<ul style="list-style-type: none"> • <u>Hill St.</u>: Behind the Festival Center • <u>Hardy Industrial Blvd.</u>: Between Main St. and Hill St. • Behind the Coleman Middle School • <i>Park & Walk</i> locations are on website
Handicapped	<ul style="list-style-type: none"> • <u>Hill St.</u>: At City Hall and behind the Festival Center • <u>Main St.</u>: At Hardy Industrial Blvd.
Vendors	<ul style="list-style-type: none"> • <u>Hill St. and North Star Blvd.</u>: In designated areas; see signs
Volunteers	<ul style="list-style-type: none"> • Offsite, if possible

Restrooms

Public restrooms with running water are located near the Festival Center and on Main St. near City Hall (Superior Plumbing trailer). Port-a-Potties are in the following locations:

- City Hall Parking Lot*: Near the Cemetery and Carnival.
- Main St: Near Carnival
- 120: Near Hill St.
- Hill St.*: Behind the Festival Center.
- Park East*: Behind the Mathias building.

*Handicapped Accessible

Important: For security reasons, the Festival Center restrooms are for entertainers and Festival staff only.

Road Race Registration

Road race applications are available on the Festival website, at the Information Booth (Saturday), or at the Race Check-in tables near the Festival Center (6:45 a.m., Sunday). Submit completed applications at the Race Check-in tables at 6:45 a.m. on Sunday morning.

Shuttle Information

Hours (shuttles run every 15 minutes)			
Day	From	To	
Sat	8:00 A.M.*	8:00 P.M.	*Suspended 9:45 A.M. to 12:00 P.M. for the Parade
Sun	9:00 A.M.	6:00 P.M.	

Shuttle Pickup Lots	Festival Stop
Chattahoochee Elementary 2930 Albion Farm Rd.	Coleman Middle School 3057 Main St.
Mason Elementary 3030 Bunten Rd.	
Duluth Middle 3200 Pleasant Hill Rd	

Silent Auction Location

The Silent Auction is located on Main St. in front of City Hall. For closeout times, see the *Festival Schedule*.

Toilet Paper for Port-a-Potties

Toilet paper is stored in the Cleanup tent in Taylor Park.

Trash Cans (when 1/2 Full)

All volunteers should help with trash "emergencies." Remove the full bag, tie it closed, and leave the tied bag beside the trash can.

- If a spare bag is tied to the trash can, install the new bag.
- If a spare bag is *not* tied to the trash can, get a spare bag from the nearest trash can and install it.

Vendor Locations

To locate a specific vendor, see the "[Walkabout Map of Festival](#)," go to the Information booth, or check with a Zone Coordinator.

Volunteering

See the Volunteer menu on the Festival website.

Water For Dogs

A pet water fountain is located near the flagpole on the Town Green.