

## 2015 SANDY SPRINGS ARTSAPALOOZA

### **CHECK IN INSTRUCTIONS**

#### CHECK IN: WHEN

Check for Artists begins on Friday, April 17 at 7:00 p.m. and closes at 10:00 p.m. (We are required to wait for city police to close the street to traffic before we can begin.) You can arrive any time convenient for you from 7-10, but please do not arrive early (the office park where we will check is open until 6:00 p.m.) You will be able to drive right up to your booth to unload.

We will also allow last minute check in on Saturday, April 18 from 7:00 a.m.- 9:00 a.m., but we only suggest this option as a last resort since you must be open for business at 10:00 a.m.

#### CHECK IN: WHERE

Click [HERE](#) for directions on our web site.

From the interstate or Roswell Rd., turn west on Hammond Drive. Pass Lake Forrest Dr. (that street will be closed for the festival) and watch for the Festival sign on your right.

Turn right into the Century Springs West parking lot. Follow the arrows to Check In.

**\*DO NOT LEAVE YOUR CAR UNATTENDED  
DURING CHECK IN.**

Pick up your packet and instructions, then drive forward to unload closest to your space. After unloading, drive to parking using the instructions provided at Check In.

#### PARKING

Parking is available in several areas around the festival. You may park in Century Springs West (where you entered for Check In), or behind the Lake Forrest Place office complex. Do NOT block a driveway or a business.

All Artists will be given a parking pass that must be displayed in your window at all times.

Cars without the pass on display will be subject to towing.

NOTE: All artist spaces will be in pavement, most with storage space in the rear (on grass). Floor coverings are allowed. No staking into grass at any time.