

## Emergencies

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

## First-Aid

First-Aid is located behind Four Forks and in Taylor Park. If an injured person cannot walk to First Aid, call for a golf cart.

## Child Missing or Found

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

## Parking

Who	Location
Entertainers	<ul style="list-style-type: none"> <li><u>Festival Center Stage</u>: At the Festival Center</li> <li><u>Parsons Alley Stage</u>: Parking Lot in front of Simply Done Donuts</li> </ul>
Guests	<ul style="list-style-type: none"> <li><u>Hill St.</u>: Behind the Festival Center</li> <li>Behind Coleman Middle School</li> <li><u>Park &amp; Walk</u> along Buford Hwy.</li> </ul>
Handicapped	<ul style="list-style-type: none"> <li><u>Hill St.</u>: At City Hall and behind the Festival Center</li> <li><u>Coleman Middle School</u>: Lot facing 120.</li> </ul>
Vendors	<ul style="list-style-type: none"> <li><u>Hardy Ind Blvd.</u>: In designated areas; see signs</li> <li><u>Public Safety Center</u>: In designated areas; see signs</li> </ul>
Volunteers	<ul style="list-style-type: none"> <li>Offsite, if possible</li> </ul>

## 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	120 & RR (behind PURE)	ASSIGNED	TIMES
200s	Blue			
300s	Orange			
400s	Red			
500s	Purple	W. L'ville St. & Hill St.		
600s	Pink			
700s	Green	Hill St.		
800s	Silver			

### Booth Restocking

Vendors can drive on-site according to this schedule.

Day	From/To	Restocking Entrances
Sat	6:00 A.M.	<b>100s-500s:</b> 120 & RR (behind PURE).
	8:00 A.M.	<b>600s &amp; 700s:</b> Hill St.
Sun	6:30 A.M.	<b>100s-500s:</b> 120 & RR (behind PURE).
	7:45 A.M.	<b>600s &amp; 700s:</b> 120 & W. L'ville St.

### Ice

Vendors must place ice orders (before the Festival) with *Twice the Ice*, who will deliver the ice to the vendor's booth.

### Literature

**Only sponsors who have booths** may distribute literature.

### Money

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

### Pine Straw or Power Outages

Contact a Zone Coordinator.

### Registering for Next Year

Vendor applications for 2019 on the website on March 1st.



2018

## Frequently Asked Questions

### Schedule of Events

Day	Time	Event
<b>Thur</b>	6:00 P.M.	Carnival open until 10 P.M.
<b>Fri</b>	6:00 P.M.	Carnival open until 10 P.M.
<b>Sat</b>	9:00 A.M.	Booths/Carnival open
	10:00 A.M.	Parade (shuttle suspended)
	11:15 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
<b>Sun</b>	7:40 A.M.	Road Race Warm Up
	8:00 A.M.	Road Race (roads closed)
	9:00 A.M.	Booths/Carnival open
	10:00 A.M.	Worship on the Green
	12:00 P.M.	Entertainment begins
	12:30 P.M.	Silent Auction closeout
	3:00 P.M.	General Store Auction
4:00 P.M.	Silent Auction closeout	
4:30 P.M.	Silent Auction final sale	
5:00 P.M.	Festival and Carnival end	

## Guest Needs

### ATM Locations

- City Hall entrance (Main St.)
- Taylor Park, adjacent to the Food Court
- Silent Auction
- General Store
- Other locations designated by a vertical flag.

### Entertainment/Special Guests

- Entertainment schedules are posted near each stage.

### Festival Photo

A group photo of the 2018 volunteers will be taken on 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 at Dreamland BBQ afterwards.

### Golf Carts

Golf carts are available to transport disabled guests and vendors. To request a golf cart, call Tim Perry 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 Saturday at 10 a.m. on the Parade route, on Main St. and Buford Hwy.

### 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.

- Parson's Alley: Behind Good Word Brew and near Simply Done Donuts.

### \*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	Notes
Sat	7:45 A.M.	9:00 P.M.	Service is suspended 9:35 A.M. to 11:30 A.M.
Sun	6:00 A.M.	7:00 P.M.	Chattahoochee
	7:45 A.M.	7:00 P.M.	Peachtree Ridge and Duluth Middle

Shuttle Pickup Lots	Festival Stop
<b>Chattahoochee Elementary</b> 2930 Albion Farm Rd.	<b>Coleman Middle School</b> 3057 Main St.
<b>Peachtree Ridge H.S.</b> 1555 Old Peachtree Rd.	
<b>Duluth Middle</b> 3200 Pleasant Hill Rd	

**Handicapped Accessibility:** Buses can accommodate passengers who are partially mobile. Drivers will assist passengers on and off the bus and storage is available for wheelchairs, strollers and other items.

### Silent Auction

The Silent Auction is located on Main St. in front of City Hall. For closeout times, see the [Schedule of Events](#).

### 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, 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.