



Friday, Saturday & Sunday, June 24-25

## Volunteer Information Packet

We are so excited that you can help The Chamber of Commerce Grand Haven, Spring Lake, Ferrysburg this year with the 61st Annual Grand Haven Art Festival! Listed below are the logistics of the event:

### Event Information:

- Friday, June 25 | 3pm – 7pm  
Saturday, June 26 | 10am – 5pm  
Sunday, June 27 | 10am – 5pm
- [Event Programs](#) are provided with all the artists' contact information at The Chamber Information Booth and in stands throughout the event.
- If someone is [interested in being an artist](#) next year, applications will be available in November on Zapplication.org and due February 15, 2023.
- [Next year's dates](#) are June 23rd – 25th 2023.
- The Grand Haven Art Festival is presented by [The Chamber of Commerce Grand Haven, Spring Lake, Ferrysburg](#).
- If someone is [interested in sponsoring](#) next year, take down their information or grab their business card, so Antoinette can reach out 😊

### List of additional Chamber Events during the weekend:

<b>13th Annual Family Fun Day</b>	<b>Saturday</b>	<b>10am-2pm</b> Second Street between Washington & Franklin
<b>Courtyard Concert</b>	<b>Friday</b>	<b>6:15pm - ?</b> Intersection of Washington & First
<b>Artist &amp; Volunteer Reception (YOU'RE INVITED!)</b>	<b>Saturday</b>	<b>5pm-?</b> Behind The Chamber Building
<b>Grand Haven Farmers Market</b>	<b>Saturday</b>	<b>8am-1pm</b> Chinook Pier, Under the Green Canopy

### General Information:

- Public restrooms are located at the intersection of Second and Franklin, behind the Tri-Cities Historical Museum.
- Porto-jons will be placed in the Harbor front Parking Lot.
- Dumpster is located next to the public restrooms behind the Tri-Cities Historical Museum.

### What to Wear:

Your awesome volunteer t-shirt so that our artists and attendees can easily identify you. This is a community event and you will be representing the area. Art Festival name tag that say "Volunteer" will be provided. If you have a business nametag that you would also like to wear, you are welcome to. Comfortable footwear is a must!

### Directions/Parking:

The Art Festival will be located on Washington Avenue between Harbor Drive and Third Street. Parking can be found behind the businesses on Washington Avenue or in the Harbor front Parking Lot. Please allow ample time to park and get into the show area. It's going to be busy!

### Where to Meet:

The Chamber Information Booth will be located at the intersection of Second Street and Washington Avenue. Please meet here by your shift start time.

### Contacts:

*Antoinette Martin, Art Festival Director | 517.745.5433*

*Chamber of Commerce Office | 616.842.4910*

### Communication During the Event:

During the Festival, Antoinette will have her cell phone at all times, but you can always pop into the Information Tent if you have questions or an issue.

### Following the Art Festival:

I will be sending you a short survey regarding your experience and any suggestions you may have about the event in general. Please look for this survey early next week – I appreciate your feedback.

### What You Are Doing:

First and foremost – you should be having fun! ☺ There are several areas of volunteer shifts, please make sure you review your area, but also familiarize yourself with the other areas. There may be information that could be beneficial to you.

### **Set-Up Volunteers:**

These are the volunteers who will first greet our artists and welcome them to the Grand Haven Art Festival!

Friday Morning volunteers will meet at the Franklin Street Parking Lot, across from the Courthouse building. All artists will be able to check-in and register in the Franklin Street Parking Lot prior to set-up beginning. This will help decrease the rush, so we can set-up as soon as we have access to Washington Avenue.

To check in an artist:

- Ask for their name
- Check them off the list of artists provided to you
- Verify they are who they say they are by checking their ID
- Ask for their license plate number, write this legibly in the space provided
- Hand them their registration packet
- You can also review what is in their registration packet with them ☺
  - Registration Packet includes:
    - Artist Information Packet
    - Name badge to be worn during the Art Festival
    - Signage to be placed on the front of their booth for the duration of the Art Festival (will be used by on-site jury)
    - Parking Permit
    - Visitor's Guide with information about the area
- If planning to set up Friday morning, the artist will park in a certain area of the parking lot according to their booth number
- At 2am, Washington Avenue will close to patron parking and the police department will remove any cars
- At 6am, with approval from the police department, we will allow vendors to drive into the show (in order)

After 9:30am, the morning shift will be at the Chamber Information Tent (intersection of Washington Avenue and Second Street) to check in our artists there and then direct them to their booth.

## Artist Hospitality Volunteers:

The Artist Hospitality volunteer position is responsible for making sure our artists are taken care of during the Grand Haven Art Festival, including booth sitting and survey collecting.

### Booth Sitting:

- Artists have been given my cell phone number to call if they need a booth sitter. Volunteers will then be dispatched to an artist's booth. During this time the volunteer will "sit" in their booth watching the inventory and notifying customers the artist has stepped away for the moment but will be back shortly.
- The booth sitting volunteer is NOT ALLOWED to handle money or make any transactions.

### Other:

- Verify that they have their booth information sign attached to the front of their booth – the onsite jury will be using this. If they do not have it hanging up, please ask that they put it up otherwise they will not be juried.
- Information Stands will be set up in different areas of the Art Festival holding Event Programs. Please make sure these are stocked with programs – which can be found at The Chamber Information Booth.
- Any questions you cannot answer, call Randall or find her within the show.

## Snack Wagon Pullers:

The Snack Wagon Pullers are responsible for pulling the Snack Wagon to each artist and offering them water and treats. This wagon is only for the artists, if guests of the Art Festival would like something, encourage them to visit one of our local downtown restaurants or shops for water or snacks or one of the food vendors throughout the event.

## Community Ambassadors Volunteers:

This volunteer position will be welcoming attendees to the Festival and the community at The Chamber Information Booth, answering questions and encouraging participation in our survey.

### Providing Information:

- The Chamber booth acts as an informational/go-to place for questions. We will have lots of community resources and information handy for your convenience.

### Survey:

- To better coordinate the event, we will be conducting a short onsite survey for attendees.
- Once they complete the survey, they will be entered into the drawing.
- Surveys can be done on paper, or right on attendees' phones!
- Please encourage people to leave their email addresses on the sheets provided.
- We will not sell their information and will only use it to contact them regarding the survey/Art Festival.
- This is such an important part of the festival to help me plan for next year – please encourage them to enter!

### Family Fun Day:

- The Chamber booth will have a craft for Family Fun Day – decorating bags.
- There will be more information about Family Fun Day present at the booth.

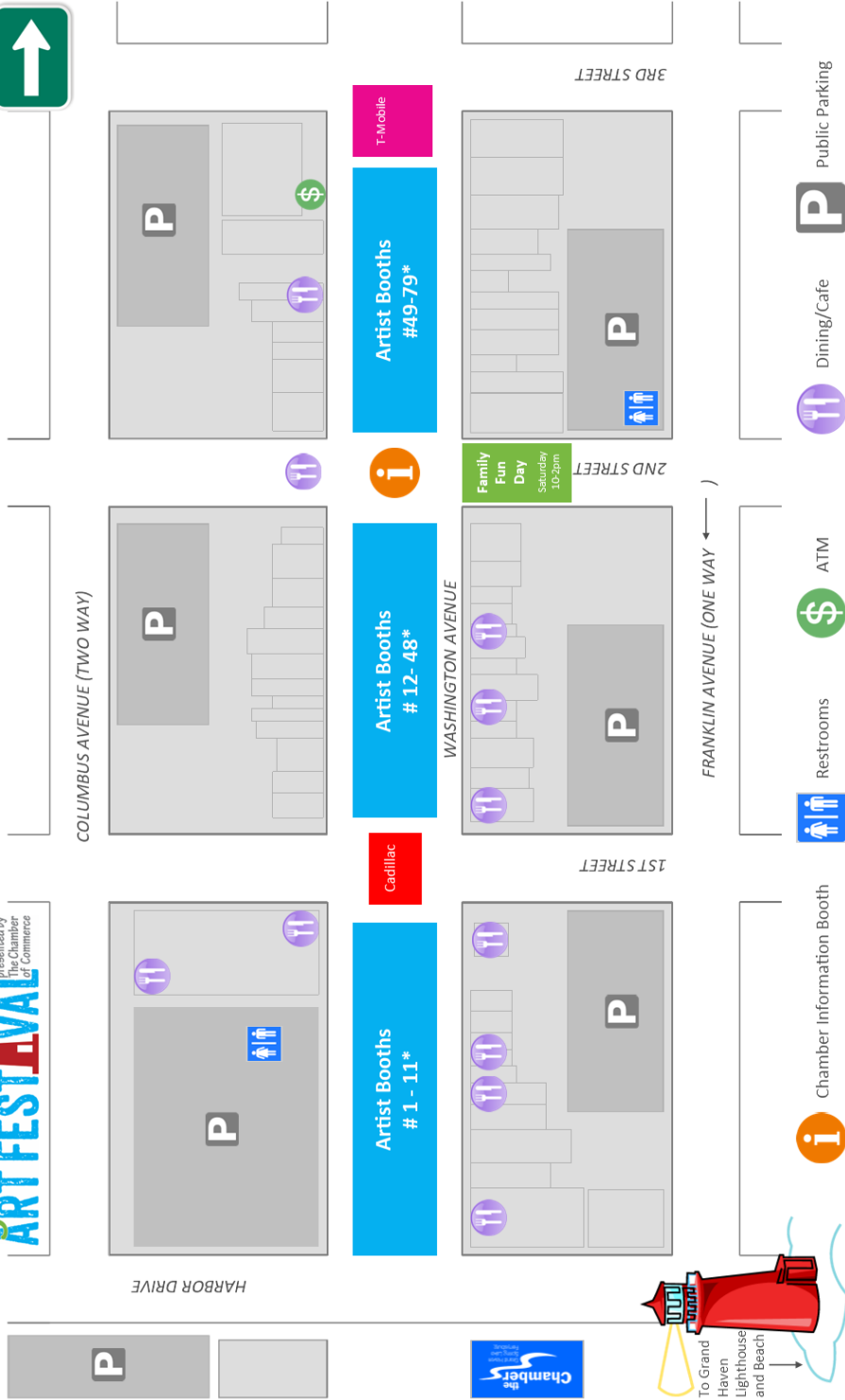
## Artist & Volunteer Reception (All Volunteers Invited)

- We are hosting a Volunteer & Artist Reception in the Chamber Courtyard, inside the gated area behind the building. You will need to have your Art Festival shirt to get in. No need to register. 😊 All volunteers are invited at 5pm on Saturday (June 25).

grandhaven  
ART FESTIVAL

presented by  
The Chamber  
of Commerce

To US 31



\*Booth numbers are subject to change., visit [grandhavenchamber.org](http://grandhavenchamber.org) for the most up-to-date booth list



Art Festival Area

Artist Parking