

# 12<sup>th</sup> Annual HOHENWALD SPRINGFEST Craft Fair - Saturday, May 4, 2024

## EVENT POLICIES & GUIDELINES for VENDORS

Hohenwald Springfest (HS) is sponsored by Friends of the Lewis County Public Library (FOTL) to benefit the Lewis County Public Library and Archives' annual Summer Reading Program. Springfest 2024 will include:

- 20 - 10' x 10' spaces under the NEW COVERED & PAVED PAVILION (first come, first serve basis)
- UNLIMITED spaces directly beside the covered pavilion
- LIVE music and storytellers for entertainment and a Kids Zone for activities

Contact us with questions:

Email: [springfest@lewislibraryfriends.com](mailto:springfest@lewislibraryfriends.com)

Website: [lewislibraryfriends.com](http://lewislibraryfriends.com)

Phone: (931) 796-5365 - Lewis Co. Library

Facebook: @HohenwaldSpringfest

LOCATION: Lewis County Memorial Park (GPS: 115 Smith Ave.; Hohenwald, TN 38462)

- ALL vendor check in/out will be at the FOTL Welcome Station just inside the **Smith Avenue entrance**.
- **Craft vendor** exhibit spaces will be under and around the new 60' x 70' covered pavilion.
- **Food vendors** will be near the pavilion beside the playground.
- **Live music and other performers** will be under the pavilion beside the playground.
- **Kid Zone vendors** will be near the craft vendor pavilion.
- **Vendors' vehicles** will have a designated parking area away from the exhibit spaces.

SCHEDULE: (FOTL reserves the right to make adjustments to the schedule due to weather-related issues.)

- Your signed contract **and** payment are due by **Saturday, April 20, 2024**.
- Set-up hours will be on **Saturday from 7:00am – 8:45am**.
- Open hours for the public will be **9am – 9pm**. Exhibits must operate from **9am to 6pm**, with live music continuing until 9pm.
- All vendor property must be removed by **9:00pm on Saturday, May 4<sup>th</sup>**.

EXHIBIT SPACE INFORMATION: (FOTL reserves the right to adjust space assignments due to unique or unexpected circumstances).

- ALL spaces are 10' x 10'. **There are no indoor spaces**. Price for one 10' x 10' space is \$35 with a **guaranteed covered pavilion space to the first 20 spaces rented**. An indoor venue is available for inclement weather if needed.
- **Once the covered pavilion is full, exhibitors' spaces will extend to the walkway areas beside the covered pavilion**.
- Vendors may request an additional 10' x 10' space (adjacent to their primary space) for \$20. This must be for the same vendor, not a shared space for two separate vendors.
- **All vendors must bring their own tables, chairs, canopy tents, etc.** Vendors must bring adequate tie-downs/weights.
- Access to electricity is limited. We will do our best to provide electric access to craft vendors, if requested.
- **FOOD VENDORS** must be prepared to provide their own electricity via generator/battery. Access to electric hook up is not guaranteed. **Food vendors** will not have access to a kitchen for food preparation, storage, or sales.
- Appropriate signage and table skirts to hide packing/inventory materials, etc. are encouraged.
- **"Best Vendor Display" certificates will be awarded to the top two vendors as selected by a special committee.**
- Vendor parents/guardians are solely responsible for any damage caused by their children attending this event. Vendors' children must stay within that Vendor's assigned area, or otherwise be supervised by a parent/guardian.

MERCHANDISE/PRODUCT REQUIREMENTS (FOTL reserves the right to have items not meeting the criteria removed).

- **YOUR PRODUCTS must be hand-crafted, new, or suitable for resale** (clean and in excellent condition), and arranged professionally.
- Vendors with manufactured/brand name products (**Tupperware, Papparazzi, etc.**) will be accepted on a first come, first serve basis – **meaning only ONE such vendor of each will be accepted into the event. Fees will be refunded to a vendor that submits an application with products from the same company.**
- Burning of incense, candles, or other such items is prohibited.
- FOTL is not responsible for any vendor's exhibit "give-away" or "drawing" activities.

ADVERTISING:

Vendors (upon receipt of contract/payment) are listed on our website and other various social media, including any provided online links and/or photos of your items. Ads are in regional newspapers, other online festival promotion sites/community event calendars, and regional radio advertising; flyers/banners are posted in the Lewis County area. Live videos/posts will also be shared online during the event. **Vendors are encouraged to promote their participation in this event via their own contact lists and social media.**