

13th Annual HOHENWALD SPRINGFEST Craft Fair - Saturday, May 3, 2025

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 2025 will include:**

- 28 - 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

Website: 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 **Wednesday, April 30, 2025**.
- 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 3rd**.

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, Paparazzi, 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 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.**