

<b>This Box For Event Organizers ONLY:</b>	Pymt Rec'd _____ Cash (or Chk# _____) Date Rec'd ____/____/2019
	# Booths Req'd: _____ C _____ W _____ O _____ # Tables Req'd: _____
	Elec: Y N Fd Permit: Y N N/A Donated Item: _____
	Special Request: _____ Booth(s) Assigned: _____

## 8<sup>th</sup> Annual HOHENWALD SPRINGFEST Craft Fair (May 3-4, 2019): EXHIBIT CONTRACT

**VENDOR INFO**

Vendor's Full Name	Exhibit/Business Name for our "Participating Vendor" ads
Mailing Address	Email Address
City/State/Zip	(____) _____ - _____ (____) _____ - _____ Cell Phone Home/Other Phone
	May we Text? <input type="checkbox"/> Yes <input type="checkbox"/> No

**DESCRIPTION OF MERCHANDISE**

**Check ALL boxes that apply to your items for sale:**

<input type="checkbox"/> Original Painting/Photography	<input type="checkbox"/> On-Site Personalized Items	<input type="checkbox"/> Indoor/Home Decor
<input type="checkbox"/> Handmade Soaps, Lotions, Candles	<input type="checkbox"/> Makeup / Hair Accessories	<input type="checkbox"/> Outdoor Decor
<input type="checkbox"/> Handmade Cards/Paper Crafts	<input type="checkbox"/> Vintage/ Antiques / Refurbished	<input type="checkbox"/> Pottery / Stoneware
<input type="checkbox"/> Handmade Jewelry	<input type="checkbox"/> Manufactured / Brand Products	<input type="checkbox"/> Metal Crafts
<input type="checkbox"/> Handmade Clothing	<input type="checkbox"/> Kids or Family Games/Activities	<input type="checkbox"/> Wood Crafts
<input type="checkbox"/> Handmade Purses/Accessories	<input type="checkbox"/> Food / Beverage (ALL Pre-Packaged)	<input type="checkbox"/> Leather Crafts
<input type="checkbox"/> Needlework/Sewing	<input type="checkbox"/> Food / Beverage (Prepared on site)*	<input type="checkbox"/> Other (not listed)

**Please describe your items in more detail here:** \_\_\_\_\_

**VENDOR REQUIREMENTS & REQUESTS**

- 8' x 10' Indoor Center Space = \$30
- 10' x 10' Indoor Wall Space = \$35
- 10' x 10' Outdoor Space = \$35 **(\*ALL 'ON SITE' FOOD VENDORS ARE OUTSIDE)**
- ANY additional space = \$20 each (e.g., 2 wall spaces: \$35 + \$20 = \$55)
- Bring your own tables for set up. A limited supply of 8' long tables are available for \$5 rental for indoor booths only. If no tables are available upon receipt of this contract, the rental fee will be refunded to you.
- **Online links (website, Facebook, Instagram, etc.) PRINT CLEARLY:** \_\_\_\_\_

SELECT OPTIONS & TOTAL YOUR FEES HERE:	
<input type="checkbox"/> One Indoor Center Space \$30	
<input type="checkbox"/> One Indoor Wall Space \$35	
<input type="checkbox"/> One Outdoor Space \$35	
<input type="checkbox"/> _____ Additional Space(s) x \$20 ea.	
<input type="checkbox"/> _____ Table Rentals x \$5 (only 1 per space; 1 <sup>st</sup> come, 1 <sup>st</sup> served until none)	
<b>TOTAL FEES DUE:</b>	

- Will you need electricity?  No  Yes (You must bring your own extension cords – 25' min. recommended)
- When do you plan to set up?  Thurs., May 2nd 7:30PM-9:30PM **OR**  Fri., May 3<sup>rd</sup> 7:30am – 9:30am
- Will you donate an item (min. \$5 value) for door prize drawings during HS?  No  Yes (If yes, turn in during set up)
- Please specify any requests you have that we **may** be able to accommodate (e.g., handicap accessibility/parking, booth location, etc.) \_\_\_\_\_

**VENDOR AGREEMENT**

Contracts are confirmed on a first-come first-served basis. Inside spaces may be sold out before the deadline. If that happens, we will contact you with other options. If you become unable to participate, there are no refunds and all payments will be donated to FOTL. **\*Food Vendors with cooking and/or heating equipment, must include your permit with this contract.**

**Vendor's Agreement:** "I agree that neither FOTL, nor Lewis County shall be held liable for the loss, theft or damage to any goods or personal property, or for injury to persons or property within the building and on the park premises. I understand that 1) no security will be present Thursday and Friday nights, but that the building will be locked each evening; 2) outside vendors are responsible for securing their exhibits; 3) any photos, permits, or other documents submitted for this event will not be returned; 4) all photos or photos/video taken for this event may be used for present and future HS promotions in print and online; 5) I am expected to operate my booth(s) from 10am – 6pm on Friday, May 3<sup>rd</sup> and from 9am – 4pm on Saturday, May 4<sup>th</sup>. My signature below is an acknowledgement of all terms and conditions described on this contract and in the rules, policies, and guidelines provided with this contract."

\_\_\_\_\_/\_\_\_\_\_/2019 \$ \_\_\_\_\_  Yes  No  N/A

Vendor's Signature Today's Date Amount Enclosed Food Permit Enclosed

**Send Contract, Fees, (AND FOOD PERMIT IF APPLICABLE) by 04/12/19 to:  
FRIENDS OF THE LIBRARY - 15 KYLE AVENUE - HOHENWALD, TN 38462**

## 8<sup>th</sup> Annual HOHENWALD SPRINGFEST Craft Fair (May 3-4, 2019): EVENT POLICIES & GUIDELINES

Thank you for wanting to join us at Hohenwald Springfest (HS) sponsored by Friends of the Lewis County Public Library (FOTL). This event is hosted by FOTL to benefit our library's annual Summer Reading Program. Please **KEEP THIS FORM** to review for important dates, times, and policies for this event, as well as to assist you with completing the contract. **Contact us with questions at any time:**

**Email:** [hohenwaldspringfest@gmail.com](mailto:hohenwaldspringfest@gmail.com)

**Website:** [HohenwaldSpringfest.com](http://HohenwaldSpringfest.com)

**Phone:** (931) 295-6736

**Facebook:** @Hohenwald Springfest

### LOCATION:

HS is held in and around the Community Building of **Lewis County Memorial Park** (GPS: 108 Forrest Ave.; Hohenwald, TN 38462). The building is on the left when entering from the Forrest Avenue entrance, west of Hwy 48 (Park Ave.), and north of Hwy 412 (Main St.).

### SCHEDULE:

- **Your signed contract and payment are due by Friday, April 12, 2019.**
- **Due to a local election, and therefore accessibility to the community building**, available exhibit set-up hours on Thurs., May 2<sup>nd</sup> are from 7:30PM-9:30PM and Fri., May 3<sup>rd</sup> from 7:30AM-9:30AM. Exhibits are to be set up 30 minutes before open hours each day.
- If you are unable to set up at these times, contact us to make other arrangements.
- **Your exhibit must operate during all public open hours from 10am – 6pm on Fri. May 3<sup>rd</sup>, and from 9am – 4pm on Sat., May 4<sup>th</sup>.**
- Tear-down is from 4pm – 6pm on Saturday, May 4<sup>th</sup>.

### EXHIBIT SPACE INFORMATION:

- Inside spaces sell fast and are assigned by receipt date, with priority to return vendors and hand-crafted products.
- One inside center space is 8' wide x 10' deep for \$30 (**the 8' side faces forward to the attendees/shoppers**).
- One inside wall space or one outside space is 10' x 10' for \$35.
- Each additional space is \$20 and will be assigned adjacent to the primary space.
- **All vendors must bring their own tables, chairs, canopy tents, etc.** For indoor vendors only, a very limited number of 8' long tables are available for \$5 each. **No tables may be rented from HS to outdoor vendors.** Indoor vendors will be provided 1 chair per space.
- Access to electricity for outdoor booths is limited. **OUTDOOR FOOD VENDORS** must be prepared to provide their own electricity via generator/battery if electric hook up becomes unavailable.
- **Food vendors** (pre-packaged or prepared on site) will not have access to the kitchen for food preparation, storage, or sales.
- FOTL reserves the right to adjust space assignments if necessitated by unforeseen circumstances (i.e., severe weather conditions).

### MERCHANDISE/PRODUCT REQUIREMENTS

- YOUR PRODUCTS must be hand-crafted, new, or suitable for resale (clean and in excellent condition), and arranged professionally. We reserve the right to have items not meeting the criteria removed.
- 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 Facebook page (upon receipt of contract/payment), with any provided online links and/or photos. Submit photos by mail or email attachment. HS is promoted in state publications like TN Home & Farm, and The Tennessee Magazine, regional newspapers, Facebook, other online festival promotion sites/community event calendars, regional radio advertising, and with flyers/banners in the Lewis County area. Pics of booths & vendors are also used for advertising during the event.

### Other Information:

- **Smoking, including e-cigarettes and chewing tobacco, are prohibited inside the community building.**
- Children attending this event must stay within the Vendor's assigned area, or otherwise be supervised by a parent/guardian. Vendor parents/guardians are solely responsible for any damage caused by their children.
- Door prizes (\$5 min. value per item) from participating vendors will be awarded throughout the event.
- Awards will be presented Friday afternoon of HS to Vendors for the top two "Best Vendor Display" Booths.
- Vendors may submit proof of receipts from purchases at Lewis County businesses (i.e., gas stations, restaurants, grocery stores, etc.) from May 2<sup>nd</sup> – May 4<sup>th</sup> for a prize drawing at the close of HS on Saturday, May 4<sup>th</sup>.