

9th Annual HOHENWALD SPRINGFEST Craft Fair (May 7- 8, 2021): EVENT POLICIES & GUIDELINES

Thank you for wanting to join us at Hohenwald Springfest (HS) sponsored by Friends of the Lewis County Public Library (FOTL)! FOTL hosts this event to benefit the Lewis County Public Library and Archives' annual Summer Reading Program. With the implementation of new pandemic-related guidelines (for example, **no indoor spaces this year**) – 2021 will be a **NEW SPRINGFEST EVENT FOR EVERYONE**, so please **KEEP THIS FORM** to review for important dates, times, and policies, as well as to assist you with the contract.

ALSO NEW THIS YEAR: To allow vendors and spectators an additional “virtual experience” option, FOTL will also host an HS Online Silent Auction from May 1st – May 7th (to align with our in-person event). Winning bidders may pick up their items on May 8th and may also visit the live event as well. **Vendors may participate in this free, optional event (more information on the next page).**

Contact us with questions at any time: **Email:** hohenwaldspringfest@gmail.com **Website:** HohenwaldSpringfest.com
Phone: (931) 295-6736 **Facebook:** @HohenwaldSpringfest

LOCATION:

Due to concerns about the COVID-19 pandemic, our 9th Annual Hohenwald Springfest will be held **OUTDOORS ONLY** along a section of the walking trail in **Lewis County Memorial Park** (GPS: 115 Smith Ave.; Hohenwald, TN 38462). **THERE WILL BE NO INSIDE VENDORS.**

- Vendor check in and information tent will be at the **Smith Avenue park entrance**. Welcome packets will be issued to each vendor.
- Vendor exhibit spaces will be set along a section of the park's walking trail to facilitate appropriate social distancing for spectators.
- Vendor 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 or pandemic restrictions.)

- **Your signed contract and payment are due by Thursday, April 15, 2021.**
- **Set-up hours for Friday, May 7th and Saturday, May 8th will be from 7:00am – 8:45am.**
- **Open hours for the public will be 9am – 5pm each day.** Your exhibit must operate during all public open hours for each day you are registered to participate. Vendors should not begin tear down before 4:45pm either day.
- **All vendor property must be removed by 6:00pm, Saturday May 8th.**

EXHIBIT SPACE INFORMATION: (FOTL reserves the right to adjust space assignments due unforeseen circumstances, such as weather).

- ALL spaces will be 10' x 10' for \$35 both days, or \$25 for one day. There are no indoor spaces for this year. Exhibitor's spaces assigned along the park's walking trail to allow spectators and exhibitors ample room for social distancing.
- Vendors may request additional space (adjacent to their primary space) for \$20.
- **All vendors must bring their own tables, chairs, canopy tents, etc.** Vendors must bring adequate tie-downs/weights for their tents.
- Access to electricity is limited, and may not be available. We will do our best if electricity is requested for non-food vendors.
- **FOOD VENDORS** must provide their own electricity via generator/battery. **Food vendors** (either pre-packaged or prepared on site) 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. Vendors participating for both days of the event will be eligible for one of the **top two** “Best Vendor Display” awards to be presented Friday afternoon, May 7th.
- Vendor parents/guardians are solely responsible for any damage caused by their children of vendors attending this event. Children must stay within that Vendor's assigned area, or otherwise be supervised by a parent/guardian.

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. Vendors with manufactured products (Tupperware, Paparazzi, etc.) will be accepted on a first come, first serve basis – meaning only ONE such vendor will be accepted into the event.
- 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:

Participating vendors (upon receipt of contract/payment) are listed on our Springfest and Friends social media, with any provided online links and/or photos of your items. HS ads are in state publications (TN Home & Farm, 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. Live videos/posts will be shared online during the event.