

<b>This Box For Event Organizers ONLY:</b>	_____ Pymt Rec'd _____ Cash (or Chk# _____) Date Rec'd ____/____/2021
	# Booths Requested: _____ Food Permit Submitted: Y N N/A
	Participation: _____ BOTH DAYS _____ Friday ONLY _____ Saturday ONLY
	Special Request(s): _____ Booth(s) Assigned: _____

## 9<sup>th</sup> Annual HOHENWALD SPRINGFEST Craft Fair (May 7-8, 2021): EXHIBIT CONTRACT

**VENDOR INFO**

<i>Vendor's Full Name</i>	<i>Exhibit/Business Name for our "Participating Vendor" ads</i>
<i>Mailing Address</i>	<i>Email Address</i>
<i>City/State/Zip</i>	(____) _____ - _____ (____) _____ - _____
	<i>Cell Phone</i> <i>Home/Other Phone</i>
	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"/> <i>Original Painting/Photography</i>	<input type="checkbox"/> <i>On-Site Personalized Items</i>	<input type="checkbox"/> <i>Indoor/Home Decor</i>
<input type="checkbox"/> <i>Handmade Soaps, Lotions, Candles</i>	<input type="checkbox"/> <i>Makeup / Hair Accessories</i>	<input type="checkbox"/> <i>Outdoor Decor</i>
<input type="checkbox"/> <i>Handmade Cards/Paper Crafts</i>	<input type="checkbox"/> <i>Vintage/ Antiques / Refurbished</i>	<input type="checkbox"/> <i>Pottery / Stoneware</i>
<input type="checkbox"/> <i>Handmade Jewelry</i>	<input type="checkbox"/> <i>Manufactured / Brand Products</i>	<input type="checkbox"/> <i>Metal Crafts</i>
<input type="checkbox"/> <i>Handmade Clothing</i>	<input type="checkbox"/> <i>Kids or Family Games/Activities</i>	<input type="checkbox"/> <i>Wood Crafts</i>
<input type="checkbox"/> <i>Handmade Purses/Accessories</i>	<input type="checkbox"/> <i>Food / Beverage (ALL Pre-Packaged)</i>	<input type="checkbox"/> <i>Leather Crafts</i>
<input type="checkbox"/> <i>Needlework/Sewing</i>	<input type="checkbox"/> <i>Food / Beverage (Prepared on site)*</i>	<input type="checkbox"/> <i>Other (not listed)</i>

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

**VENDOR REQUIREMENTS & REQUESTS**

- 10' x 10' Outdoor Space for **May 7<sup>th</sup> AND May 8<sup>th</sup>** = \$35
- 10' x 10' Outdoor Space for **EITHER May 7<sup>th</sup> OR May 8<sup>th</sup> ONLY** = \$25
- ANY additional space = \$20 (2 spaces, 2 days = \$55; 2 spaces, 1 day = \$45)
- **Online payment is available at [www.hohenwaldspringfest.com](http://www.hohenwaldspringfest.com)**
- **Online links (website, Facebook, Instagram, etc.) PRINT CLEARLY:**

PLEASE SELECT OPTIONS & TOTAL YOUR FEES HERE:	
<input type="checkbox"/> One Outdoor Space Fri & Sat - \$35	
<input type="checkbox"/> One Outdoor Space FRI ONLY - \$25	
<input type="checkbox"/> One Outdoor Space SAT ONLY- \$25	
<input type="checkbox"/> _____ Additional Space(s) x \$20 each	
<b>TOTAL FEES DUE:</b>	

- Will you have item(s) for our Online Springfest Auction (optional)?  No     Yes (Refer auction sheet for more info)
- Please specify any requests you have that we **may** be able to accommodate (e.g., electricity, handicap accessibility, etc.):

**VENDOR AGREEMENT**

*Booth space and ads will not be made for your business until this contract AND payment is received. If you become unable to participate, there are no refunds and all payments will be donated to FOTL. However, if 'Hohenwald Springfest' is cancelled for any reason you will have the option to receive a full refund or to transfer payment to a tax-deductible donation to FOTL.*

**\*Food Vendors with cooking and/or heating equipment, must submit your permit before acceptance to this event.**

**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 on the park premises. I understand/agree to the following:

1. No security will be present Thursday and Friday nights, but that the park entrances/exits will be locked each evening.
2. All vendors are responsible for securing their exhibits for the entirety of the event.
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 9am – 5pm on each day that I participate (no early tear down unless due to weather conditions).**

*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."*

	____/____/2021	\$ _____	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
<i>Vendor's Signature</i>	<i>Today's Date</i>	<i>Amount Enclosed</i>	<i>Food Permit Enclosed</i>

**Send Contract, Fees, (AND FOOD PERMIT IF APPLICABLE) by 04/15/21 to:  
FRIENDS OF THE LIBRARY - 15 KYLE AVENUE - HOHENWALD, TN 38462**

## 9<sup>th</sup> 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 1<sup>st</sup> – May 7<sup>th</sup> (to align with our in-person event). Winning bidders may pick up their items on May 8<sup>th</sup> 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](mailto:hohenwaldspringfest@gmail.com)      **Website:** HohenwaldSpringfest.com  
**Phone:** (931) 295-6736      **Facebook:** @HohenwaldSpringfest

### **LOCATION:**

Due to concerns about the COVID-19 pandemic, our 9<sup>th</sup> 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 7<sup>th</sup> and Saturday, May 8<sup>th</sup> 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 8<sup>th</sup>.**

**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 7<sup>th</sup>.
- 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.

# OPTIONAL Hohenwald Springfest Online Silent Auction: Guidelines & Policies

Friends of the Library will host an Online Silent Auction from May 1<sup>st</sup> – May 7<sup>th</sup> to provide a “virtual” Hohenwald Springfest to expand the event to those that may not be able to attend in person. Vendors are not required to participate in the online auction, however you must have a rented exhibit space at Hohenwald Springfest in order to participate in the online auction. There is no additional fee for vendors to participate in the Online Silent Auction, and no requests for door prizes will be made this year.

**BENEFITS:**

- The Online Auction will serve as additional advertising for the live event.
- Items up for bid will provide a preview of similar items that will be available at Hohenwald Springfest on May 7<sup>th</sup> and 8<sup>th</sup>.
- Auction items will include links to vendor’s website/sales site (when provided).
- Vendors will set the starting bid price and will receive 100% of the starting bid price for any and all items sold.
- Winning bidders will be able to pick up their purchased auction items at Hohenwald Springfest on Saturday, May 8<sup>th</sup> to reduce shipping issues and increase attendance for the live event.
- Friends of the Library will handle shipping/delivery for any sold items not picked up on May 8<sup>th</sup>.
- Vendors will keep any items that do not sell at the online auction.

**GUIDELINES/POLICIES:**

- Auction items must have a \$10 or greater value as the starting bid.
- Pictures and descriptions of auction items must be submitted via email or mail by Thursday, April 15<sup>th</sup>.
- Auction items will be available for bid from noon (CST) on Saturday, May 1<sup>st</sup> until noon (CST) on Friday, May 7<sup>th</sup>.
- Vendors MUST provide photos (front, side views) and description (dimensions/measurements) of the EXACT item submitted for the online auction. This EXACT item must be available for pick up during Hohenwald Springfest by May 8<sup>th</sup>.
- Vendors may submit up to three (3) items for the online auction.
- Friends of the Lewis County Public Library will retain any amount above the starting bid price for which an auction item sells. *(For example: Vendor submits a handmade pottery bowl for the auction and sets the starting bid at \$10. If the item sells online for \$15, the vendor will receive \$10 from Friends of the Library on May 8<sup>th</sup> and Friends of the Library will keep the remaining \$5 to benefit the Lewis County Library Expansion Project).*
- Friends of the Library will utilize BiddingOwl.com for the Online Silent Auction.

**To submit up to three (3) items for the Online Silent Auction you may complete the online portion of the Vendor Application form for Springfest, or complete and return the bottom portion of this form with your mailed Hohenwald Springfest Exhibit Contract:**

I submit the item(s) described below for the Hohenwald Springfest Online Auction from May 1<sup>st</sup> thru May 7<sup>th</sup> as an additional activity in conjunction with the 9<sup>th</sup> Annual Hohenwald Springfest. I agree to have the EXACT item(s) listed available for pick up by the winning bidder (if sold) by Saturday, May 8<sup>th</sup>. I understand that Friends of the Library will pay me the starting bid price for any item sold and donate any profits above the starting bid amount (if any) to the Lewis County Public Library’s expansion project.

<b><u>Auction Item #1</u></b>	<b><u>Auction Item #2 (optional)</u></b>	<b><u>Auction Item #3 (optional)</u></b>
Estimated Value: \$ _____	Estimated Value: \$ _____	Estimated Value: \$ _____
Starting Bid: \$ _____	Starting Bid: \$ _____	Starting Bid: \$ _____
Item & Description: _____ _____ _____ _____	Item & Description: _____ _____ _____ _____	Item & Description: _____ _____ _____ _____
___ Pictures enclosed ___ Pictures emailed	___ Pictures enclosed ___ Pictures emailed	___ Pictures enclosed ___ Pictures emailed

Vendor Business Name: \_\_\_\_\_ Vendor Signature: \_\_\_\_\_