

10th Annual HOHENWALD SPRINGFEST Craft Fair (May 6- 7, 2022): EVENT POLICIES & GUIDELINES

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 2022 has **MANY NEW ADDITIONS** to attract spectators including:

- an official Opening Ceremony with special guests and performers on Friday, May 6th at 11am
- LIVE music and storytellers for entertainment both days!
- an expanded KIDS ACTIVITY/GAME ZONE!
- improved vendor area for easier shopping!
- Friday night Storytellers Contest and a Saturday Cakewalk Contest!

Contact us with questions at any time: Email: hohenwaldspringfest@gmail.com Website: HohenwaldSpringfest.com
Phone: (931) 295-6736 Facebook: [@HohenwaldSpringfest](https://www.facebook.com/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 tennis court area.
- **Kid Zone vendors** will be just inside the park near the Smith Avenue entrance.
- 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 or pandemic restrictions.)

- **Your signed contract and payment are due by Friday, April 15, 2022.**
- **Set-up hours for Friday are 8am – 10:30am. Saturday set-up hours will be from 7:00am – 8:45am.**
- **Open hours for the public will be 11am – 6pm on Friday, and 9am – 4pm on Saturday.** Exhibits must operate during ALL public open hours for each day they are registered to participate. Vendors should not begin tear down during public hours.
- **All vendor property must be removed by 6:00pm on Saturday, May 7th.**

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. Prices range from \$25 (1 day), to \$35 (2 days) and \$40 (2 days/pavilion).
- Vendors may request an additional 10' x 10' 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 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. 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, May 6th.**
- 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 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 HS and FOTL websites and other various social media, including 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 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.