

8th ANNUAL HOHENWALD SPRINGFEST CRAFT FAIR ~ MAY 3-4, 2019

Hosted by Lewis County Friends of the Library to Benefit the Library's Programs and Projects

Contact Us: Email to hohenwaldspringfest@gmail.com or call 931-295-6736

Follow Us: HohenwaldSpringfest.com and [Facebook.com/HohenwaldSpringfest](https://www.facebook.com/HohenwaldSpringfest)

EVENT RULES, POLICIES AND GUIDELINES FOR COMPLETING THE CONTRACT

Thank you for wanting to join us at Hohenwald Springfest ("HS"). Please read everything carefully as we have improved HS and modified this contract from prior years. If you still have questions after reading, we're happy to help you.

SCHEDULE

- Your signed contract must be received by us no later than 5 p.m. on Friday, April 12, 2019.
- Exhibit set-up is on Thursday, May 2, 10 a.m.-5 p.m. or Friday, May 3, 7:30 a.m.-9:00 a.m.
- HS will be open to the public Friday, May 3, 10 a.m.-6 p.m., and Saturday, May 4, 9 a.m.-4 p.m.
- Your exhibit may not be dismantled until the 4 p.m. closing on Saturday.

LOCATION: The Community Building in Lewis County Memorial Park (GPS: 108 Forrest Avenue, Hohenwald, TN 38462). The building is on the left once you enter the park from the Forrest Avenue entrance, west of Highway 48 (Park Avenue), and north of Highway 412 (Main Street).

EXHIBIT SPACES AND PRICES: *(Inside spaces sell fast and are assigned on a first-come first-served basis.)*

- One inside center space is 8' x 10' for \$30.
- One inside wall space **OR** one outside space is 10' x 10' for \$35.
- Each additional space is \$20 *(for any size location as listed above)*.
- A limited supply of 8' tables for indoor booths only are \$5 rental each, or you may bring your own. One chair will be provided per space. **Outside vendors must supply their own tables and chairs.**

DESCRIPTION OF MERCHANDISE must be specific so we can assign spaces accordingly. Check all applicable boxes. **Categories listed with an asterisk (*) must describe the "type."** For example, if you sell jewelry, specify whether it is wire wrapped, beaded, wooden, or something else so your space is not next to a vendor selling similar jewelry. **YOUR PRODUCTS** must be handcrafted, new, or suitable for resale, i.e., clean, in good condition, and arranged professionally. We reserve the right to have items not meeting the criteria removed.

ADVERTISING: Upon receiving your contract and payment, we will list your business on our web site and Facebook ("FB") page with a link to your site and/or FB page and your product photo (if provided). To include a photo, send us an email with a link to a JPEG file and add "Photo" in the Subject line. HS cannot guarantee it will be used, but we will make every effort to do so. Also, with your donation(s) *(see "Your Donation" below)* for drawings held throughout HS, your name will be announced with the winner's name; and photos will be taken for our web site, FB page and newspaper.

LINKS to your web site and/or Facebook page must be legible and active, or they will not be used.

WALL SPACE AND ELECTRICITY are available on a first-come first-served basis. If you require electricity, please provide your own extension cord(s). We cannot guarantee that all requests will be satisfied.

SETTING UP: If you are unable to set up during the dates and times specified in "**SCHEDULE**" above, please notify us as soon as possible so other arrangements can be made.

YOUR DONATION of one or more of your item(s) (minimum \$5 value per item) toward one or more drawings will be appreciated. Refer to "**ADVERTISING**" above for benefits to you when you donate.

OTHER RULES AND POLICIES

- Vendors must wear the lanyards provided by Friends of the Library ("FOTL") during event hours.
- Smoking, including e-cigarettes, and chewing tobacco are prohibited inside the building.
- Burning of incense, candles or other such items is prohibited.
- Children attending the show must stay within the Vendors' assigned area, or otherwise be supervised by a parent/guardian. Vendor parents/guardians are solely responsible for any damage caused by their children.
- Neither FOTL nor Lewis County is responsible for accidents, damage or theft.
- FOTL reserves the right to adjust space assignments if necessitated by unforeseen circumstances.
- FOTL is not responsible for any vendor's exhibit "give-away" activities.
- Food vendors will not have access to the kitchen for food preparation, storage or sales. Vendors with food prepared onsite or food that is not prepackaged must submit a food permit and will be assigned an outside booth.

To Be Completed by Event Personnel Only	Pmt. rec'd \$ _____ Cash/Check # _____ Date rec'd _____
	No. Booth(s) req'd ____ C ____ W ____ O No. Tables req'd _____
	Food Permit enc.? Y N Issuer _____ # _____
	Special Request: ELEC Other _____
	Donated Item rec'd? Y N Assigned Space(s) _____

HOHENWALD SPRINGFEST EXHIBIT CONTRACT
8th Annual Hohenwald Springfest Craft Fair — May 3-4, 2019

PLEASE PRINT LEGIBLY, FILL IN ALL BLANKS, ANSWER ALL QUESTIONS AND PROVIDE AREA CODES WITH PHONE NOS:

VENDOR INFORMATION

Vendor's Full Name _____ Exhibit/Business Name to be used as "Participating Vendor" in all advertising & marketing _____

Street Address (No P.O. Box) _____ City, State, Zip _____

Email _____ (_____) Home Phone _____ (_____) Mobile Phone _____ (_____) Work Phone or Other _____

DESCRIPTION OF MERCHANDISE

Check all that apply and fill in the blanks marked with an asterisk (*) where applicable

<input type="checkbox"/> (original) Artwork	<input type="checkbox"/> Home Décor:*	<input type="checkbox"/> Outdoor Decor
<input type="checkbox"/> Candles/Soaps/Lotions	<input type="checkbox"/> Jewelry:*	<input type="checkbox"/> Paper Craft
<input type="checkbox"/> (handmade) Cards	<input type="checkbox"/> Leather Craft:*	<input type="checkbox"/> Pottery/Stoneware
<input type="checkbox"/> Childrens' Activities	<input type="checkbox"/> Live Art (Facepainting, caricatures, etc.):*	<input type="checkbox"/> Purses/Accessories
<input type="checkbox"/> Clothing/Accessories	<input type="checkbox"/> Metal Craft:*	<input type="checkbox"/> Wood Craft
<input type="checkbox"/> Food, Pkgd:*	<input type="checkbox"/> Needlework Items:*	<input type="checkbox"/> Other:*
<input type="checkbox"/> Food, Prep'd On Site:*		

VENDOR REQUIREMENTS

- 8' x 10' inside center space: \$30 No. of inside Center spaces: ____ x \$30 = ____
- 10' x 10' inside wall space: \$35 No. of inside Wall spaces: ____ x \$35 = ____
- 10' x 10' outside space: \$35 No. of Outside spaces: ____ x \$35 = ____

FOOD VENDORS: You must set up outside with your own table(s) and provide a current copy of your Permit w/this contract.

- Any additional space: \$20 (e.g., 2 inside wall spaces: \$35 + \$20 = \$55) No. of additional spaces: ____ x \$20 = ____
- 8' long tables are \$5 rental (quantities limited), or you may bring your own. No. of tables: ____ x \$5 = ____
- Link(s) to your web site and/or Facebook page: _____
- Will you need electricity? (If "yes," you must bring your own extension cord.) YES NO
- When do you plan to set up? (Check one) Thurs., May 2, 10 a.m.-5 p.m. OR Fri., May 3, 7:30 a.m.-9:00 a.m.
- Will you donate an item(s) (min. \$5 value) for the drawings? **If "YES" please bring when you SET UP.** YES NO
- Please specify any requests you may have that we should be aware of, such as handicap accessibility, etc. We will do our best, but we cannot guarantee that all requests can be met. _____

VENDOR ACKNOWLEDGEMENT

Contracts are confirmed on a first-come first-served basis. Inside spaces may be sold out before the deadline specified. If that happens, we may contact you to see if you want an outside space instead. If you become unable to participate in this event, refunds will not be issued and your exhibit fee will become a donation to FOTL. **If you are a FOOD VENDOR with cooking and/or heating equipment, provide a current copy of your Permit with this signed contract. RETURN CONTRACT WITH PAYMENT TO "FRIENDS OF THE LIBRARY," 15 KYLE AVENUE, HOHENWALD, TN 38462, FOR RECEIPT BY APRIL 12, 2019.**

By signing this contract you agree as follows: "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 with this contract will not be returned; 4) photos submitted as JPEG files or taken at the event may be used on the HS web site, Facebook page, Lewis County Herald and any other advertising methods deemed appropriate. My signature below is acknowledgement of all terms and conditions described on both pages of this document."

Vendor's Signature _____ Date _____ Amount Enclosed _____ Food Permit Enclosed? _____