



## Spring Fest 2024

Dear Exhibitors,

The City of Franklin would like to invite you to participate in our **2024 Spring Fest**. This year's Spring Fest is planned for Saturday, April 20, 2024.

Similar to the beloved Franklin Fall Festival, numerous blocks of our downtown historic district will be closed from 9:00 a.m. until 3:00 p.m. to showcase local businesses, crafters, food vendors, artists, educational exhibits, entertainment, and more!

Vendor booth spaces are 10 feet deep by 20 feet wide. The spaces are outside, and each vendor must supply their own table and tent or covering, if so desired. **Each Vendor will be allowed one set up vehicle unless prior approval from the city acknowledged. Vendors are required to unload their vehicle, proceed to parking area out of the festival area, and then return to set up at their assigned booth location. We ask this courtesy to reduce the congestion in the festival area and make it easier for all vendors to access their location for unloading and setting up.**

Enclosed is a Booth Registration Form for your use in reserving a space for this event. You will be notified of the exact location of your booth approximately one week prior to the festival. We will attempt to honor requests for specific spaces on **availability and on a first-come basis. FORMS AND PAYMENT DUE APRIL 8, 2024.** **Electricity is available for an additional charge of \$15. We have a limited number of spaces that are equipped for electricity, and they are assigned on a first-come basis. You must supply your own extension cords and adapters.** Exhibitors must immediately begin breaking down their booths and preparing to leave the event at **3:00 p.m. and must remove all items brought with them. The festival is held rain or shine. No refunds or credits will be given due to inclement weather. No early breakdown please!**

If you have never been with us for a downtown event, you will be more than satisfied with the attendance and excitement generated. Come see why the community is yearning for more downtown events! We are looking forward to this event and we hope you will join us in creating a fun, fresh atmosphere in Downtown Franklin! For additional information, please contact the Tourism office at (757) 562-8506 or email [ajones@franklinva.com](mailto:ajones@franklinva.com).

The following hotels are nearby for your convenience: **The Quality Inn** located at 1620 Armory Drive, telephone 757-569-0018 and the **Super 8 Motel** located at 1599 Armory Drive, telephone 757-562-2888, both in Franklin.

Sincerely,

*A' Risha Jones*

A'Risha Jones  
Director of Tourism  
City of Franklin

**Franklin Spring Fest  
Saturday, April 20, 2024  
Booth Registration Form**

BOOTH FEES (Free to Downtown Businesses)					
Arts & Crafts	\$50		Educational	\$50	
Commercial	\$50		Political	\$50	
Food - Commercial	\$100		Food- Non-Profit	\$100	

Booth/Business Name \_\_\_\_\_

Booth Contact Person \_\_\_\_\_

Address \_\_\_\_\_

Email \_\_\_\_\_

Phone (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ Booth Type (From list above) \_\_\_\_\_

Types of Items to be Sold/Displayed \_\_\_\_\_

\*You must submit a photograph of your booth with your completed application by email to [ajones@franklinva.com](mailto:ajones@franklinva.com)

Do you need Electricity? No  Yes  (Extra \$15 fee) 110 volt/15 amp available (if yes, call 757-562-8506)

Location Preferences (Not Guaranteed) \_\_\_\_\_

If my application is accepted, I understand and agree that I will not hold the Franklin Fall Festival, City of Franklin, any sponsor, any business, or person responsible for any damages to my property or personal injury to me or any member of my family or any guest of mine. I further agree to abide by the rules and regulations set forth by the Franklin Fall Festival.

Signed \_\_\_\_\_ Date \_\_\_\_\_

(Cut along this line to save Fall Festival Rules)

**\*Set up time will be from 6:30 am until 8:30 am. Assigned Main Street Vendors enter at 3<sup>rd</sup> Avenue north gate and exit at Bogart or 1<sup>st</sup> Avenue. Assigned 2<sup>nd</sup> Avenue vendors will enter at 2<sup>nd</sup> Avenue West Gate (off of High Street) and exit Middle Street/2<sup>nd</sup> Avenue East.**

\*Booths must be open from 9:00 am until 3:00 pm (**NO EARLY BREAKDOWNS**). **No vehicles allowed in festival area until after 3:00 pm.**

\*Special request for locations cannot be guaranteed and are based on availability and layout. SPACES ARE ASSIGNED ON A FIRST COME BASIS.

\* Booth locations will be emailed or mailed about 1 week prior to the festival.

\*Booth spaces are approximately 10 feet deep and 20 feet wide. **The sidewalk behind your booth space must remain cleared.**

\*Displayed items must be on a skirted table if not free standing: small items are not to be set on the Street. Do not hang items on side of booth.

\*Each person is responsible for his/her own setup and display; no tables and/or chairs are provided.

\*If you need electricity, you must provide your own extension cords and adaptors (Extra fee applies).

\*The City of Franklin reserves the right to remove items from display that may be considered obscene or offensive in nature.

\*The sale of any type of spray string, smoke, or cap type devices is strictly prohibited. Any item deemed by the City of Franklin to be offensive or not within the festival theme may not be sold.

\*GIVING AWAY FREE FOOD, WATER, OR OTHER REFRESHMENTS IS STRICTLY PROHIBITED. ONLY FOOD VENDORS ARE ALLOWED TO SELL FOOD AND REFRESHMENTS.

\*All booths must be paid in advance. No spaces will be held without payment.

\*We reserve the right to deny any application.

Please email completed application to  
(Email) [ajones@franklinva.com](mailto:ajones@franklinva.com) or mail to  
The City of Franklin – Attn. A’Risha Jones, 207 W 2<sup>nd</sup> Ave, Franklin, VA 23851  
Applications may also be dropped off at the Visitor Center (Depot)