



Franklin Fall Festival
120 S. Main Street, Franklin, VA 23851
757-562-6900 fax: 757-562-5666
DowntownFranklin@beldar.com

June 23, 2015

Dear Exhibitors,

The Downtown Franklin Association would like to invite you to participate in our **2015 Franklin Fall Festival**. This year's festival "Street Scene" is planned for Saturday, October 3, 2015.

During our 33rd Annual Fall Festival "Street Scene", ten blocks of our downtown historic district will be closed from 10:00 a.m. until 4:00 p.m. (**set up time 7:00 a.m. until 9:00 a.m.**) This will allow us to make room for a wonderful mixture of Arts and Crafts Booths, Food Vendors, Commercial Exhibits, Educational Exhibits, a Classic Car Show, and loads of family entertainment. Featured on the streets and stages, include clowns and dancers.

A mixture of arts, crafts, educational and commercial booths has always been an essential ingredient in the design of our "Street Scene". All spaces are 10 feet deep by 20 feet wide. The spaces are outside, and each vendor must supply their own tent or covering, if so desired. **Each Vendor will be allowed one set up vehicle unless prior approval from DFA 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 SEPTEMBER 18, 2015.**

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 4:00 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!

The "Street Scene" is one of the most popular events at The Franklin Fall Festival. If you have never been with us, you will be surprised at the attendance and excitement generated. Come see why our vendors return year after year.

We are looking forward to another exciting, fun and profitable Fall Festival. For additional information, please contact the Downtown Franklin Association office at (757) 562-6900.

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

Sincerely,

Beverly S. Myers

Beverly S. Myers
President, Downtown Franklin Association

**Franklin Fall Festival
Saturday, October 3, 2015
Booth Registration Form**

BOOTH FEES

Arts & Crafts	\$50	Educational – No Sales	\$25
Commercial	\$50	Educational – Sales	\$50
Food – Commercial	\$100	Downtown Business	\$25
Food – Non-Profit	\$50	Political	\$50

Booth/Business Name _____

Booth Contact Person _____

Address _____

Email _____

Phone (_____ - _____ - _____) Booth Type _____

Type of Items to be Sold/Displayed:

Do You Need Electricity? NO or YES - (Extra \$15 fee) 110 volt/15 amp available (special call DFA 757-562-6900)

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 guests 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)-----

- *Do not hang items on side of booth.
- *Set up time will be from 7:00 am. until 9:00 am. Assigned Main Street Vendors enter at 4th Avenue north gate and exit at Bogart or 1st Avenue. Assigned 2nd Avenue vendors will enter at 2nd Avenue West Gate (off of High Street) and exit Middle Street/2nd Avenue East.
- *Booths must be open from 10:00 am. Until 4:00 pm. **(NO EARLY BREAKDOWNS)**. No vehicles allowed in festival area until after 4:00 PM.
- *Displayed items must be on a skirted table if not free standing; small items are not to be set on the street.
- *You must submit a photograph of your booth with your completed application.
- *Booth spaces are approximately 10 feet deep and 20 feet wide. **The sidewalk behind your booth space must remain cleared.**
- *Each person is responsible for his own setup and display; no tables and/or chairs are provided.
- *If you need electricity, you must provide your own extension cords.
- *The Downtown Franklin Association 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 Downtown Franklin Association 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.**
- * Booth locations will be e mailed or mailed about 1 week prior to the Festival.
- *Special requests for locations cannot be guaranteed and are based on availability and layout.
- *PLEASE SUBMIT APPLICATION EARLY. SPACES ARE ASSIGNED ON A FIRST-COME BASIS.
- *ALL BOOTHS MUST BE PAID IN ADVANCE. NO SPACES WILL BE HELD WITHOUT PAYMENT.
- *NO REFUND OF BOOTH FEES
- *WE RESERVE THE RIGHT TO DENY ANY APPLICATION.

Please mail completed application and payment to
Downtown Franklin Association, P. O. Box 355, Franklin, VA 23851
(Fax) 562-562-5666 (Email) downtownfranklin@beldar.com