



# Vendor Application: \$25.00

**Deadline:** Friday, June 10, 2024

Saturday, June 22, 2024

12:00 – 5:30 PM

Barrett’s Landing Park

Franklin, Virginia

If you have any questions, please call **757.562.5206** or email [ajones@franklinva.com](mailto:ajones@franklinva.com)

Please submit application to: [ajones@franklinva.com](mailto:ajones@franklinva.com)

Name of Business: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

**\*FOR MARKETING PURPOSES: PLEASE PROVIDE THE FOLLOWING FOR THE BUSINESS LISTED ABOVE (If applicable) \***

Link to Website: \_\_\_\_\_

Link to Social Media: \_\_\_\_\_

Please check the box that best describes your product, service, or nature of business:

- |  |   |
|--|---|
| <input type="checkbox"/> Crafts            | <input type="checkbox"/> Political Party              |
| <input type="checkbox"/> Church            | <input type="checkbox"/> Community Group/Organization |
| <input type="checkbox"/> Business          | <input type="checkbox"/> Non-profit                   |
| <input type="checkbox"/> Government Agency | <input type="checkbox"/> Other _____                  |

Will Items be sold?  Yes  No

If yes, please attach a list of items to be sold. No food may be sold or given other than the contracted food vendors.

# Event Reminders

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- ❖ **Set-up time will be from 9:30 am until 11:30 am.**
- ❖ Booths must be open from 12:00 pm until 5:30 pm (**NO EARLY BREAKDOWNS**). No vehicles allowed in festival area until after 5:30 pm.
- ❖ 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.
- ❖ Display 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.
- ❖ 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.
- ❖ **We greatly encourage you to share the event flyer once it becomes available to you so, we can continue driving attendance at the event.**

In signing below, the vendor has agreed to attend the 2024 City of Franklin Juneteenth Celebration on Saturday, June 22, 2024 and will comply with all of the event procedures and policies. The vendor agrees to show respect for their booth neighbors and for all attendees. Discourteous actions include, but are not limited to blocking aisles, preventing passage by customers, microphones and speakers at excessive volumes, or any other activity that may interfere with the business of adjoining booths.

Vendor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Upon coordinator's review, we will notify all approved applicants by June 10, 2024. Timely entries are encouraged. **The Vendor fee is \$25.00**

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> Avenue, Franklin, VA 23851  
Applications may also be dropped off at the Visitor Center (Depot)  
120 S Main Street, Franklin, VA 23851