



CITY OF FALLS CHURCH

March 29, 2021

Dear Exhibitors:

The City of Falls Church Recreation & Parks Department is hoping to offer two events this year. We would like to extend an invitation for you to exhibit at our **Annual Falls Church Festival** and **Annual Juried Holiday Gift & Craft Show**.

The **Falls Church Festival** will be held on Falls Church Community Center Grounds and in Cherry Hill Park on **Saturday, September 11, 2021; 10am-4pm**. This event is open to crafters, civic groups, and a limited number of merchants. Average event attendance is 12,000 people.

The **Holiday Gift & Craft Show** will be held inside the Falls Church Community Center on **Saturday, December 4 from 9am-4pm and Sunday, December 5 from 11am-4pm**. Set up hours will be on Friday, December 3 from 5-8pm or Saturday, December 4 from 6-9am. This is a juried show that is open to both crafters with handmade items and a limited number of merchants who have unique gift items, but do not make the items themselves. This show has an average attendance of 1,300 people.

The health and safety of our staff, vendors and attendees is our number one priority. These events will only be held if we can safely do so while following all guidelines and protocols provided by the CDC.

The City of Falls Church accepts all major credit cards (Visa, MasterCard, American Express and Discover) and checks for payment. Please feel free to call 703-248-5199 or e-mail sawilliams@fallschurchva.gov if you have any questions.

We look forward to partnering with you!

Sincerely,

Scarlett Williams
Program Supervisor, Special Events
Falls Church Recreation & Parks
(703) 248-5199
sawilliams@fallschurchva.gov

CITY OF FALLS CHURCH 2021 SPECIAL EVENTS

Saturday, September 11, 2021

45th Annual City of Falls Church Festival

Outdoor Show – Rain or Shine

Non-juried; average attendance: 12,000

Crafters, Civic and Businesses

Crafters strongly encouraged, limited number of business booths available

Fees: Range from \$60 - \$200

depending on type and size of booth

Deadline: Friday, June 18, 2021

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Saturday, December 4 and Sunday, December 5, 2021

28th Annual Holiday Gift and Craft Show

Indoor Show

Juried; average attendance: 1,300

Crafters and Baked Goods – **All items must be handmade by the vendor**

Fees: \$195 + electrical option for Gym spaces

\$135 + electrical option for Teen Center spaces

Deadline: Friday, July 16, 2021

Note: A separate application form is required for each show. Applications include specific hours, requirements and fees for each show. A late fee of \$25 applies for applications submitted after the deadline.

For more information, contact:

Falls Church Recreation & Parks Department

223 Little Falls Street

Falls Church, VA 22046-4304

(703) 248-5199

sawilliams@fallschurchva.gov

Vendor Categories

Civic-

To register as a civic:

- You must be a nonprofit organization with a 501(c) (3) status.
- You may hand out promotional information about your organization.
- Only membership sales are allowed.

Artist/Crafter-

To register as an artist/crafter:

- All items must be completely handmade by the vendor.
- You may not sell food of any kind, including prepackaged food.

Merchant-

To register as a merchant:

- Items are not completely handmade by the vendor. This includes items that are bought and then altered in some fashion.
- You have sealed prepackaged food to be eaten at a later time. This includes handmade items. If your food is to be eaten onsite, you must register as a food vendor.
- You have a business located within the City of Falls Church with a zip code of 22046 and would like to hand out promotional material.

Food-

To register as a food vendor (Memorial Day ONLY):

- You are selling food that is prepared and cooked onsite.
 - All food vendors must be in compliance with the Fairfax County Health Department.

Sponsor-

To register as a sponsor:

- You have a business located outside the City of Falls Church and would like to hand out promotional material or sell memberships.
- Check out our sponsorship page at <https://www.fallschurchva.gov/1322/Sponsor-Information>.