



1. What We Provide

- a. The City provides a 10 x 10 space for vendors and electricity when requested in advance on the application. Please bring with you tents, tables, chairs, and anything else you need to set up your space. The City does not provide any of these materials.
- b. Please bring your own change. The City does not provide change to patrons or vendors.
- c. City Staff is NOT able to help transport your items due to insurance restrictions. Vendors should come equipped to do so on their own.

2. Important Times and Judging

- a. Friday, October 14th from 5:00 PM until 9:00 PM.
- b. Saturday, October 15th from 10:00 AM until 7:00 PM.
- c. Vendors MUST be selling during these times. Failure to do so will negatively affect your chances of acceptance at future City Events.
- d. While craft show hours end at 9:00 PM, the Festival does not end until 11:00 PM. Vendors are welcome to close at 9:00 PM, but will NOT be able to bring their vehicle onto the Square until the conclusion of the Festival due to public safety concerns. Any vendor needing to bring their vehicle onto the Square to pack up will have to wait until the conclusion of the Festival at 11:00 PM.
- e. Carefully review the arrival schedule below and ARRIVE IN YOUR TIME BLOCK. Your time block will be sent to you via email before the Festival. If vendors arrive after noon, you will NOT be able to drive through to unload items.

3. Arrival Schedule

- a. East Side of the Square: 9:00 AM-9:30 AM
- b. West Side of the Square: 9:30 AM-10:00 AM
- c. Trinity Street: 10:00 AM-10:30 AM
- d. Washington Street: 10:30 AM-11:00 AM
- e. Livery Stable: 9:00 AM-12:00 PM

4. Check-In Process

- a. Vendors located on the Square are to arrive up Washington Street. There will be a City employee on Washington Street to check you in and tell you your assigned location. Vendors are to then come up through the Square to set up and exit

through Trinity Street. The drive through portion is to unload, NOT set up. Vendors should unload their items, pull their vehicle off the Square, then come back to their assigned spot to set up.

- b. Vendors located in the Stable are to arrive through Church Street Parking Lot. There will be a City employee inside the Stable to check you in and tell you your assigned location. Vehicles are NOT allowed to drive into the Livery Stable.
- c. Refer to the maps below for Check-In directions.

Square Check-In Map



Livery Stable Check-In Map



5. Juried Craft Show

- a. Representatives from the Abbeville Artist Guild will be judging the juried craft show on Saturday. Awards will be presented for Best Booth Presentation and Best in Show Craft Item on Saturday afternoon. Winners will receive a plaque and a Square Dollars Gift Card.

6. Other Notes

- a. The City reserves the right to make last minute changes due to extenuating circumstances.
- b. Please note that the City does its best to accommodate vendor request concerning location assignments and tries to reward vendors who register early and often for City events. With that in mind, we would like to note that vendors placed in high traffic areas of the Festival who do not comply with the rules will not be given those premier locations moving forward.
- c. The City is working hard to market the Festival, including the Craft Show, to make this event profitable for all vendors involved. The City would also like to encourage individual vendors to market the Festival by posting about your involvement with the Festival through social media leading up to and even during the event.
- d. The City values your feedback; if you have a change that you think would make the Festival better, feel free to send us an email. While we can't guarantee we will act on the suggestion, your feedback is appreciated. Ultimately, the Hogs and Hens Festival is a partnership between the City and all those sponsors and vendors that make it possible!