



# CITY OF FALLS CHURCH

January 13, 2020

Dear Exhibitors:

The City of Falls Church Recreation & Parks Department is once again offering three major events this year. We would like to extend an invitation for you to exhibit at these events. We will be hosting the **Memorial Day Parade & Festival**, the **Falls Church Festival**, and the **Holiday Gift & Craft Show**.

The **Memorial Day Parade and Festival** will be held on Falls Church City Hall Grounds on **Monday, May 25, 2020; 9am-5pm**. This event is open to crafters, civic groups, and food vendors and a limited number of merchants. The average attendance is 12,000 people.

The **Falls Church Festival** will be held on Falls Church Community Center Grounds and in Cherry Hill Park on **Saturday, September 12, 2020; 10am-4pm**. This event is open to crafters, civic groups, and a limited number of merchants. Average event attendance is 10,000 people.

The **Holiday Gift & Craft Show** will be held inside the Falls Church Community Center on **Saturday, December 5 from 9am-4pm and Sunday, December 6 from 11am-4pm**. Set up hours will be on Friday, December 4 from 5-8pm or Saturday, December 5 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.

A discount will be offered to **crafters** who participate in **both** the Memorial Day Parade & Festival and Falls Church Festival. Both applications must be submitted by the deadline for the Memorial Day applications, March 13, 2020.

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](mailto: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  
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