



# CITY OF FALLS CHURCH

January 18, 2019

Dear Exhibitors:

My name is Scarlett Williams. I am the new Program Supervisor for Special Events for the Falls Church Recreation and Parks Department.

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 27, 2019; 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 Cherry Hill Park on **Saturday, September 14, 2019; 10am-4pm**. This event is open to crafters, civic groups, and a limited number of merchants. Average event attendance is 7,000 people.

The **Holiday Gift & Craft Show** will be held inside the Falls Church Community Center on **Saturday, December 7 from 9am-4pm and Sunday, December 8 from 11am-4pm**. Set up hours will be on Friday, December 6 from 5-8pm or Saturday, December 7 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 & Falls Church Festival. Both applications must be submitted by the deadline for the Memorial Day applications, March 15, 2019.

We also run an Independence Day Celebration on the 4<sup>th</sup> of July. Food vendors only.

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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[sawilliams@fallschurchva.gov](mailto:sawilliams@fallschurchva.gov)

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