

---

# Lovettsville MayFest Vendor Packet

---



Greetings!

The Town of Lovettsville is proud to host the 8<sup>th</sup> annual MayFest celebration. This has truly become a “favorite event” for the Lovettsville area, and we cordially invite you ***to be a part of the festival in 2019.***

It’s a great opportunity to promote your goods and/or services to the Lovettsville Community and those in our surrounding areas. This year we are creating a more “connected” and intimate festival. We want to improve on the ideas that have made MayFest a great festival over the years and improve on them.

We are tweaking the layout this year, and moving the location to the Town Hall Field. This will improve the flow of all attendees to all booths, and eliminate the “separated” feel that some have expressed. Better signage and additional activities will encourage the flow of patrons through the festival.

We invite your business to join us in making MayFest 2019 the best yet. Attached you will find everything you need to join us. We look forward to your participation!

Sincerely,

Christianne Read, Vendor Coordinator  
Joseph Suits, Committee Chair

Lovettsville MayFest Committee  
[www.lovettsvillemayfest.com](http://www.lovettsvillemayfest.com)

## MayFest 2019 - Vendor Fees

Artisan / Merchant Fees		Food Prepared On-site Fees (limited)	
<b>\$150</b>	Premium 20x10 space – may be connected to other tents	<b>\$200</b>	Food truck – street parking Health Department permit required
<b>\$100</b>	Standard 10x10 tent space connected to other tents	<b>\$125</b>	Food Booth – 15x15 space Health Department permit required

### Information & Guidelines:

<b>Vendor Hours</b>	The Vendor Showcase at MayFest runs 10am to 5pm.	
<b>Fees</b>	MayFest is a rain or shine event. Booth Fees are non-refundable. <i>Vendors within the town limits of Lovettsville must be in good standing with license fees and taxes paid and up to date.</i>	
<b>Booth Space</b>	<ul style="list-style-type: none"> <li>• Standard Spaces are 10x10</li> <li>• Food Truck space ~18 feet</li> <li>• Food Booth 15x15 space</li> </ul>	<p><b>Premium Spaces are 20x10 and located in the following areas:</b></p> <ul style="list-style-type: none"> <li>• Entrances</li> <li>• Near Cornhole</li> <li>• Near Children’s Areas</li> </ul>
	<ul style="list-style-type: none"> <li>• <b>Only Space is provided:</b> <i>Vendors are responsible for their own tents, tables, chairs and anything else they may need to have a successful show.</i> All materials must fit within your allotted booth space.</li> <li>• Pop-up <i>tents / structures greater than the above designated sizes are not permitted.</i> This is to ensure public safety and flow of consumer traffic.</li> <li>• No Generators are allowed unless they are quiet and self-enclosed. If you have questions, please contact the vendor coordinator.</li> </ul>	
<b>Food / Wine Vendors</b>	<p>All persons who wish to prepare and serve food to the public during this event must have approval by the Health Department. This includes handing out of food samples, packaged chocolates, cookies, etc.</p> <p>If you do not already have a permit <b>allowing you to prepare / sell food at a remote site</b>, you can apply for one from the Health Department.</p> <p>Additional information on Temporary Food Permits can be found here:  <a href="https://www.loudoun.gov/DocumentView.aspx?DID=114">https://www.loudoun.gov/DocumentView.aspx?DID=114</a>.</p> <p><b>Wine vendors</b>, please contact your local ABC representative for an event permit.</p>	
<b>Taxes</b>	Vendors are responsible for collecting and paying their sales tax. Food Vendors are required to pay the 3% meals tax to the Town of Lovettsville.	

<b>Business Types</b>	<p>Only one consultant/business type may be accepted. We want to ensure you have an opportunity to be successful at the festival. Having cash &amp; carry items in your booth is encouraged.</p> <p>The Mayfest Committee reserves the right to reject vendors due to suitability or issues with past town events. We are a family friendly festival and want to support that environment.</p>
<b>Notifications</b>	<p>Once an application is approved and site fee received, your booth space will be assigned. These are processed on a first received / first served basis and booth location is based in part by type of business and fees paid.</p> <p>Notification of your booth location will be sent via email as noted on your application. A booth coordinator will be onsite the day of the festival to help you locate your space on the Town Green.</p>
<b>Festival Setup</b>	<p>Vendors may begin <b>set-up at 7:30 a.m.</b> on the day of MayFest. The booth coordinator or other MayFest volunteers will be on site no earlier than 7:30 a.m. to help direct vendors to their spaces.</p> <p><b>We are asking that food trucks, or vendors with display trailers are onsite by 8:00 to facilitate their positioning in the space.</b></p> <p>Some vendor locations are located in a grassy area. <i>We recommend using dollies, wagons, or carts to transport materials to your designated booth.</i></p> <p>No Setup Assistance is available from the MayFest Staff or Volunteers.</p> <p><b>All vehicles must be removed from the booth location by 9:30am.</b> Park in designated areas only. Do not park in driveways or business parking lots.</p>
<b>Festival Tear Down</b>	<p>Vendors may begin tearing down their booths at <u>5:00 p.m.</u> <i>We recommend using dollies, wagons, or carts to transport materials to your vehicle.</i></p> <p><b>IMPORTANT: The streets surrounding the Festival are closed until 6:00 pm.</b></p> <p>Vendors are responsible for removing all debris from their booth spaces upon tear down. Trash cans are placed conveniently throughout the Festival for the use of our vendors and guests.</p>
<b>Early Closing</b>	<p>If there is inclement weather and an earlier closing time is needed for safety reasons, an announcement will be made to inform vendors of the earlier closing time.</p>
<b>Festival Marketing</b>	<p>All Vendors are listed on the MayFest website, so don't forget to send your URL: <a href="http://www.lovettsvilleamayfest.com/">http://www.lovettsvilleamayfest.com/</a></p> <p>Additionally, we give shout outs on our Facebook page <a href="#">Lovettsville MayFest</a></p>

## *MayFest 2019 - Vendor Application*

<b>Business Name:</b>			
<b>Contact Name:</b>			
<b>Contact Phone:</b>	1.	2.	
<b>Mailing Address:</b>			
<b>Email</b>			
<b>Website:</b>			
<b>Type of Booth</b>	<b>Price</b>	<b>Quantity</b>	<b>Sub Total</b>
Food Truck (Park on Street)	\$200		
Food Booth	\$125		
Premium Vendor (20x10)	\$150		
Standard Vendor (10x10)	\$100		
Full payment is due with application to insure booth assignment. Total Enclosed			\$
Please make checks payable to: <i>Lovettsville MayFest Committee</i>			
<b>To help us place your booth, please describe your business:</b>			
By signing this application, you acknowledge that you understand the terms and conditions of the festival and you agree to adhere to the spirit and intent of the conditions as stated by the Lovettsville MayFest Committee and the Town of Lovettsville.			
<b>Signature</b>		<b>Date</b>	

**Please Note:** *The MayFest committee reserves the right to limit the number of exhibitors in each category* to create a balanced market and ensure success for all vendors. If you have any questions, please contact the MayFest Chair via email at [lovemayfest@gmail.com](mailto:lovemayfest@gmail.com) or via phone at 571-353-9678.

**SIGN AND RETURN BY EMAIL or MAIL**

*[mayfest@lovettsvilleva.gov](mailto:mayfest@lovettsvilleva.gov)*

**Lovettsville MayFest Committee \* P.O. Box 209\* Lovettsville, VA 20180**