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## *Lovettsville MayFest Sponsor Form*

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Greetings!

The Town of Lovettsville is proud to host the 9<sup>th</sup> annual MayFest celebration on Saturday, May 25th. This has truly become a “family fun & friendly event” for Lovettsville and our surrounding communities. As a member of our business community, we invite you to ***join us as an official Sponsor.***

Sponsorship is a great opportunity to promote your goods and/or services at the Festival. Whether you host a vendor booth or event advertising, you help fund free entertainment enjoyed by everyone: Bands / DJ, CornHole Tournament, pony rides, rock walls, picnic races, pie eating contests and so much more! None of this would be possible without your support.

Last year we had to reduce the festival layout and based on our experience and feedback from vendors and patrons alike, we will be moving the festival back to The Walker Pavilion and the Town Green. We will build on last year’s success of keeping the entire festival in one spot, and the Town Green will allow all activities in a single space.

There are various sponsorship levels available that enable recognition of your company/organization during and after the event. And of course, if you would only like to be a vendor, please reach out to our Committee Chair: **[mayfest@lovettsvilleva.gov](mailto:mayfest@lovettsvilleva.gov)**

We appreciate your consideration in becoming an official sponsor of MayFest 2020.

Sincerely,

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

## **MayFest 2020 – Sponsorship Levels**

We are excited about the opportunity to promote your business, and we look forward to having you as a part of MayFest this year!

		Booth Space at Event	Sponsor Banner	Name on printed Materials	Logo on our site	Link to your site	Social Media Posts
<b>Entertainment Sponsor (Town - Platinum)</b> Bring musical talent to the Festival at Main Tent	<b>\$2,000</b>	Premium Booth Location Near Main Tent	Two 4'x6' Banners 1 on Main St 1 at Main Tent	Posters	✓	✓	✓
<b>CornHole Sponsor (Town - Platinum)</b> Support the Cornhole Tournament	<b>\$2,000</b>	Premium Booth Location Next to Cornhole Info Tent	Two 4'x6' Banners 1 on Main St 1 at Main Tent	Posters	✓	✓	✓
<b>Trolley Sponsor</b> Help us move people from the parking areas to the festival	<b>\$1,500</b>	Premium Booth Location Next to Trolley Drop Off	Your name/logo on Trolley Stop signs	Posters	✓	✓	✓
<b>Activities Sponsor (Town - Gold)</b> Support for the great activities Ex: Pony Rides, Rock Walls, Inflatables	<b>\$1,000</b>	Premium Booth Location Near Sponsored Event	2'x6' Banner		✓	✓	✓
<b>Media Sponsor</b> Help us offset the costs to promote the festival	<b>\$750</b>	Standard Booth on Town Green	2'x6' Banner		✓	✓	✓
<b>Patron of MayFest (Town - Silver)</b> Because you love the festival and want a Vendor space	<b>\$500</b>	Standard Booth on Town Green	2'x3' Banner along the race course		✓	✓	✓
<b>Friend of MayFest (Town - Bronze)</b> Because you love the festival!	<b>\$250</b>		2'x3' Banner along the race course			✓	✓

More details:

<b>Logo on Event Website</b>	We add your logo to the Sponsor page on the Lovettsville MayFest website.
<b>Link to your company website</b>	To thank you for your support, visitors of our site can find your site!
<b>Social Media Posts</b>	We promote the festival via Facebook. We will give your company as Sponsors and Shout Outs and include your page or website in the post!

## MayFest 2020 – Sponsorship Application

<b>Business Name:</b>				
<b>Contact Name:</b>				
<b>Contact Phone:</b>				
<b>Mailing Address:</b>				
<b>Email:</b>				
<b>Website:</b>				
<p>Questions? Contact Joseph Suits at 571-353-9678 or email them to <a href="mailto:mayfest@lovettsvilleva.gov">mayfest@lovettsvilleva.gov</a>.</p> <p><b>Please select your sponsorship level</b></p>				
<input type="checkbox"/>	Entertainment Sponsor	\$2,000	<input type="checkbox"/> Yes <input type="checkbox"/> No	I will use my Premium booth space
<input type="checkbox"/>	CornHole Tournament	\$2,000	<input type="checkbox"/> Yes <input type="checkbox"/> No	I will use my Premium booth space
<input type="checkbox"/>	Trolley Sponsor	\$1,500	<input type="checkbox"/> Yes <input type="checkbox"/> No	I will use my Premium booth space
<input type="checkbox"/>	Activities Sponsor	\$1,000	<input type="checkbox"/> Yes <input type="checkbox"/> No	I will use my Premium booth space
<input type="checkbox"/>	Media Sponsor	\$750	<input type="checkbox"/> Yes <input type="checkbox"/> No	I will use my Standard booth space
<input type="checkbox"/>	Patron Sponsor	\$500	<input type="checkbox"/> Yes <input type="checkbox"/> No	I will use my Standard booth space
<input type="checkbox"/>	Friend of MayFest	\$250		
Please make checks payable to: <a href="#">Lovettsville MayFest Committee</a>				

**If Vendor space is used, and or re-assigned to another vendor please include the Vendor Application attached with this packet or on the MayFest Website.**

**SIGN AND RETURN BY EMAIL or MAIL**  
[mayfest@lovettsvilleva.gov](mailto:mayfest@lovettsvilleva.gov)  
 Lovettsville MayFest Committee \* P.O. Box 209\* Lovettsville, VA 20180

***Thank you for your Sponsorship and Support of Lovettsville's MayFest!***

## MayFest 2020 – Sponsor Booth Information

<b>Information &amp; Guidelines:</b>	
<b>Vendor Hours</b>	The Vendor Showcase at MayFest runs 10am to 5pm.
<b>Booth Space</b>	<p>Standard Spaces are 10x10 - Food Truck space ~18 feet - Food Booth 15x15 space</p> <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>• <i>Pop-up 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, and must be inside your booth space. If you have questions, please contact the vendor coordinator.</li> <li>• No solicitation outside a 2ft space directly in front of your booth.</li> <li>• No display or distribution of helium filled balloons. This is done as a courtesy to local farmers that have voiced concern over stray balloons.</li> </ul>
<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>Notifications</b>	<p>The notification of your booth location will be sent via email approximately 1 week prior to the event. Booth location is based in part by type of business and order of application receipt.</p> <p>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>Most vendor locations are located in a grassy area. <i>We recommend using dollies, wagons, or carts to transport materials to your designated booth.</i> No Setup Assistance is available from the MayFest Staff or Volunteers.</p> <p><b>All vehicles must be removed from the booth location by 9:00am.</b> Park in designated vendor parking 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/ Deposit Checks</b>	<b>Secondary Checks for Event Deposit are waived for Sponsors</b>

## MayFest 2020 – Sponsor/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>
Vendor Space per Sponsorship Level	Paid as per agreement		
Full payment is due with application to insure booth assignment. Additional \$25.00 Deposit Check attached Total Enclosed			\$ \$Waived \$Indicated above
Please make checks payable to: <i>Lovettsville MayFest Committee</i>			
To help us place your booth, please describe your business:			
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 [mayfest@lovettsvilleva.gov](mailto:mayfest@lovettsvilleva.gov) or via phone at 571-353-9678.

**SIGN AND RETURN BY MAIL to:**  
**Lovettsville MayFest Committee** \* P.O. Box 209\* Lovettsville, VA 20180  
 Applications may also be delivered in person to the Lovettsville Town Hall during normal business hours.