
Lovettsville MayFest Vendor Packet



Greetings!

The Town of Lovettsville is proud to host the 9th annual MayFest celebration. This has truly become a “do not miss” event for the Lovettsville area, and we cordially invite you ***to be a part of the festival on May 23rd, 2020.***

It’s a great opportunity to promote your goods and/or services to the Lovettsville Community and those in our surrounding areas. 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.

We invite your business to join us in making MayFest 2020 the best yet. Attached you will find everything you need to join us. We look forward to your participation!

Sincerely,

Joseph Suits, Committee Chair
& Stephanie Bickmore, Vice-Chair
Lovettsville MayFest Committee
mayfest@lovettsvilleva.gov
www.lovettsvillemayfest.com

MayFest 2020 –Vendor Fees

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

Information & Guidelines:

Vendor Hours	The Vendor Showcase at MayFest runs 10am to 5pm.	
Fees	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>	
Booth Space	<ul style="list-style-type: none"> ● Standard Spaces are 10x10 ● Food Truck space ~18 feet ● Food Booth 15x15 space 	
	<ul style="list-style-type: none"> ● Only Space is provided: <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. ● <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. ● 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. ● No solicitation outside a 2ft space directly in front of your booth. ● No display or distribution of helium filled balloons. This is done as a courtesy to local farmers that have voiced concern over stray balloons. 	
Food / Wine Vendors	<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>Even if you already have an existing food permit, a remote/temporary permit request is required. https://www.loudoun.gov/food</p> <p>Wine vendors, please contact your local ABC representative for an event permit.</p>	
Taxes	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.	

Business Types	<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 & 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>
Notifications	<p>Once an application is approved and fee received. A confirmation will be sent via email of your acceptance as a vendor.</p> <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>
Festival Setup	<p>Vendors may begin set-up at 7:30 a.m. 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>We are asking that food trucks, or vendors with display trailers are onsite by 8:00 to facilitate their positioning in the space.</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>All vehicles must be removed from the booth location by 9:00am. Park in designated vendor parking only. Do not park in driveways or business parking lots.</p>
Festival Tear Down	<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>IMPORTANT: The streets surrounding the Festival are closed until 6:00 pm.</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>
Early Closing/ Deposit Checks	<p>In addition to the vendor fee, vendors are required to submit a separate deposit check for \$25 to be held until the end of the event to ensure participation for the entire event. Deposit checks will only be cashed if the vendor is not present during the entire event, including if vendor is not open at the beginning of the event at 10AM; if the vendor shuts down or leaves prior to the end of the event at 5PM. Otherwise, the check will be returned to the vendor on Saturday afternoon at the event starting at 4:30pm.</p> <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, and the deposit checks will be returned to all vendors.</p>
Festival Marketing	<p>All Vendors are listed on the MayFest website/social media, but but only if you send your URL to Mayfest@lovettsvilleva.gov.</p> <p>Additionally, we give shout outs on our Facebook page Lovettsville MayFest</p>

MayFest 2020 –Vendor Application

Business Name:			
Contact Name:			
Contact Phone:	1.	2.	
Mailing Address:			
Email			
Website:			
Type of Booth	Price	Quantity	Sub Total
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.			\$
Additional \$25.00 Deposit Check attached			\$25.00
Total Enclosed			\$
Please make checks payable to: Lovettsville MayFest Committee			
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.			
Signature		Date	

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 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.